**Sprint Planning Meeting Guide**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1.0 | 23/11/2013 | Le Ngoc Chau | Create document |
|  |  |  |  |  |
|  |  |  |  |  |

Table 1: Revision history

# **Introduction**

## Purpose

This document was written to help members understand the principles in sprint planning meeting and how to review and choose story items to put it into sprint backlog.

## 2.2. Audience

|  |  |
| --- | --- |
| **No** | **Audience** |
| 1 | Product owner |
| 2 | Scrum master |
| 3 | Development team |

Table 2: Audience

# **Role**

|  |  |
| --- | --- |
| **No** | **Role** |
| 1 | Product owner |
| 2 | Scrum master |
| 3 | Development team |

Table 3: Role

# **Product priority guide**

|  |  |  |
| --- | --- | --- |
| **No** | **Items** | **Description** |
| 1 | Purpose | * Estimate product backlog. * Decision conditions of satisfaction |
| 2 | Member | Product owner  Scrum master |
| 3 | Pre-Condition | Have   * Product backlog list |
| 4 | Task | * Product owner creates a poduct backlog based on user story from customer and implement backlog refinement meeting to estimate those product backlog items. * Product owner has responsibility to create prioritization for product backlog items list. The product owner and scrum master can work together and agree on the prioritization of product backlog items * Product owner and scrum master discuss and decision conditions of satisfaction (goals for the schedule, scope, resources) |
| 5 | Post Condition | * Product backlog priority list. * Condition of satisfaction. |
| 6 | Tool | * MS Word * MS Excel * TFS |

Table 4: Product priority guide

# **Sprint planning meeting guide**

|  |  |  |
| --- | --- | --- |
| **No** | **Items** | **Description** |
| 1 | Purpose | * Set up purpose of sprint * Estimate sprint backlog. * Set up release plan for multiple sprints |
| 2 | Member | Product owner  Scrum master  Team member |
| 3 | Pre-Condition | Have   * Product backlog list * Product backlog priority list * Conditions of satisfaction document * Architectural drivers document |
| 4 | Task | * Scrum master creates a release plan - A very high-level plan for multiple sprints * The (estimated) velocity of the scrum team * The scrum master pulls the first product backlog item that needs estimating and gives a verbal description of the product backlog item to the development team * Development team analyzes the relative “bigness” of a product backlog item by gut feel and come to a consensus * Development team discusses differences in the numbers assigned to each product backlog item, and then vote again |
| 5 | Post Condition | * Sprint backlog list. * Sprint backlog priority list. * Sprint plan. |
| 6 | Tool | * MS Word * MS Excel * TFS |

Table 5: Sprint planning meeting guide