

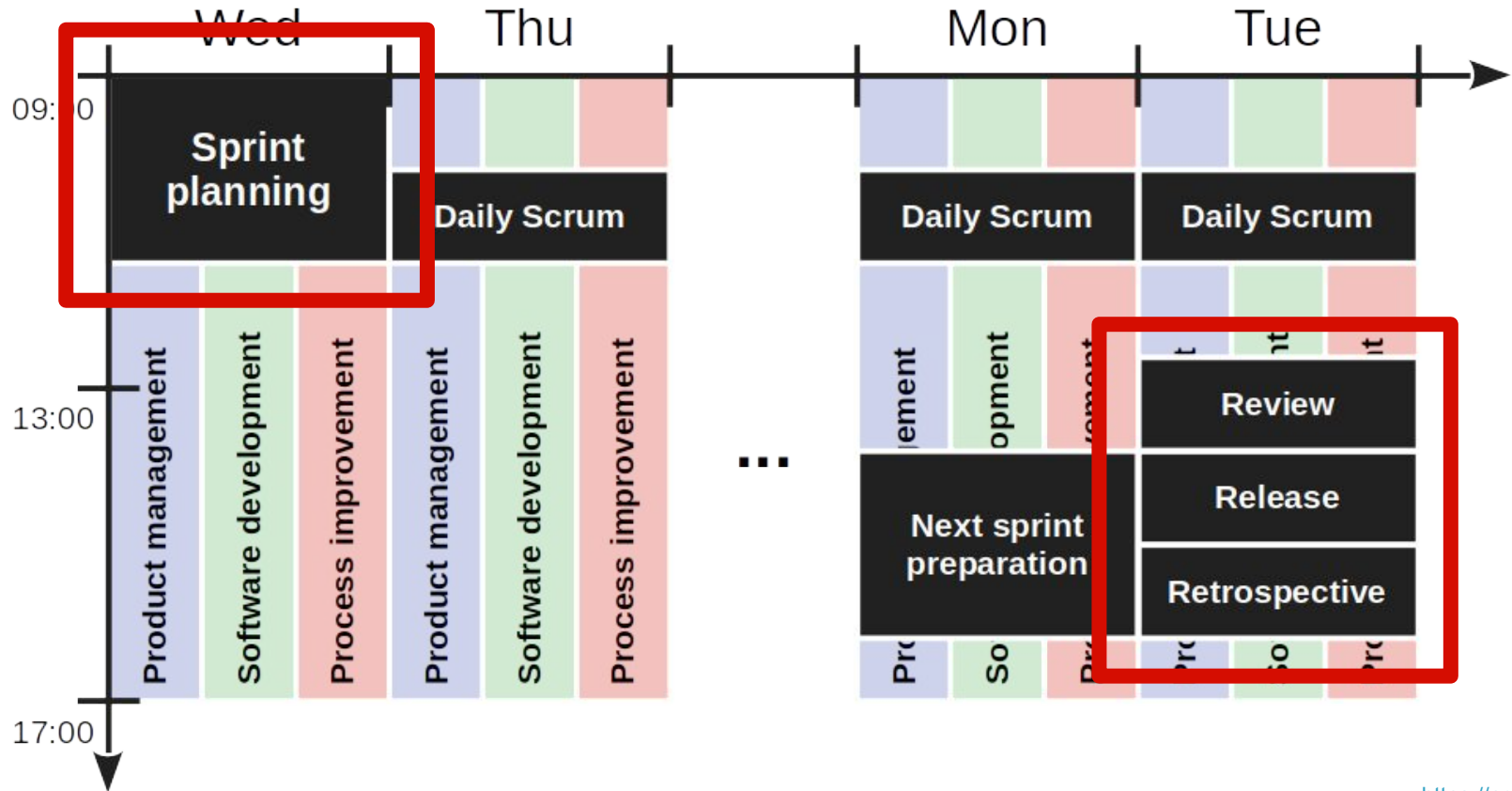
The Team Meeting

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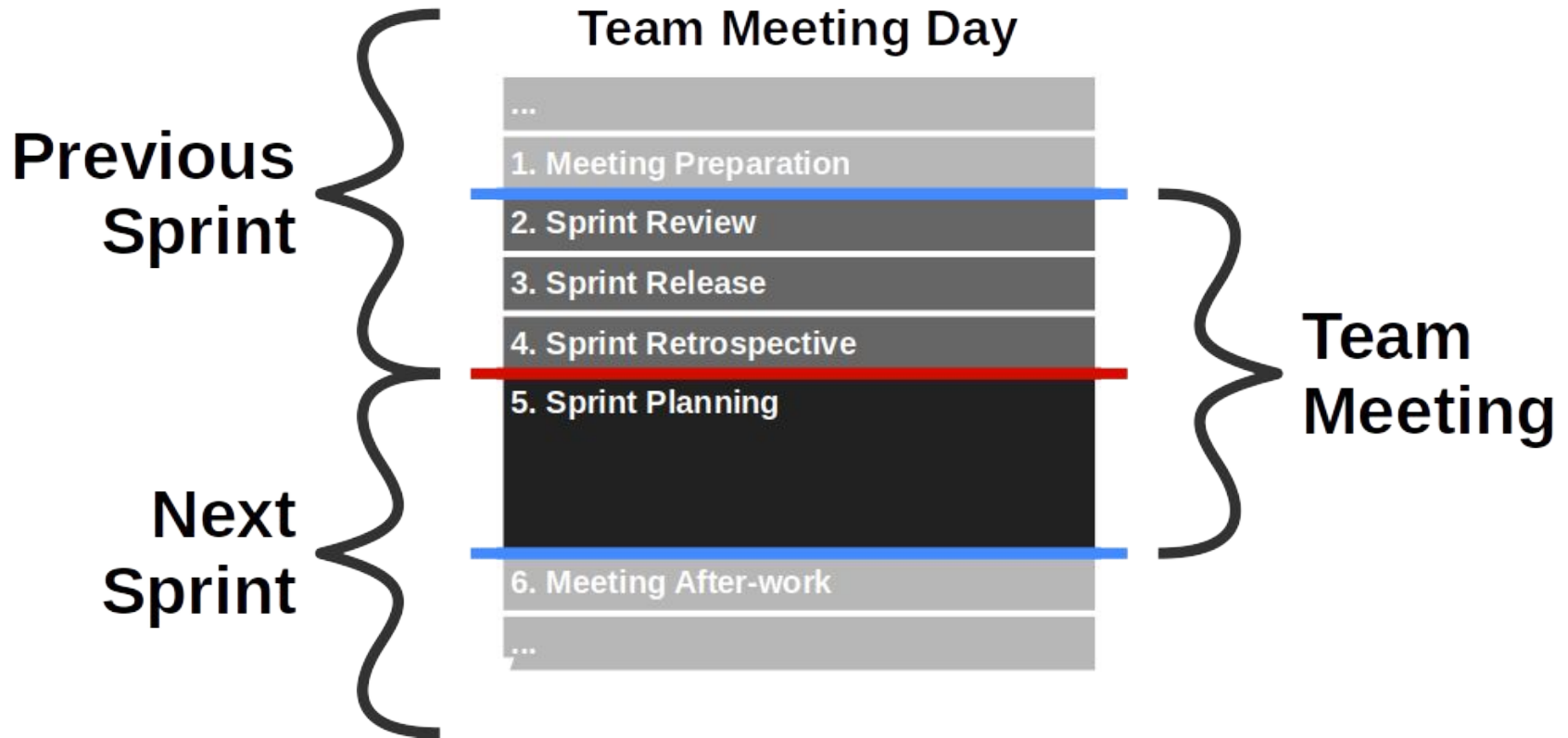
AMOS A03

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The AMOS Scrum Sprint



The AMOS Team Meeting



1. Meeting Preparation

This sprint's release manager

- Ensure that a working demo system will be available
- Tag release candidate with **sprint-xx-release-candidate**
 - where xx is your sprint number (see project schedule)

The next sprint's product owner

- Ensure that product backlog is ready for sprint planning
 - Include new feature requests
 - May include bugs as issues
 - May include refactorings

This should be done in a next sprint preparation meeting

2a. Sprint Review

This sprint's release manager

- Check-out fresh code base using release candidate tag
- Compile, build, and run tests for release candidate
- Deploy release candidate to test environment

The release manager does not run the review

2b. Sprint Review

This sprint's product owner

- Walk through “Awaiting review” column feature by feature
 - Ask developer to demo current feature under review
 - Check fulfillment of acceptance criteria
 - Check fulfillment of definition of done, if required
 - Check other criteria incl. logging output for problems
 - If successfully implemented, move feature to feature archive
 - If not successfully implemented, move feature back to product backlog

Software developer

- Demo feature as requested by product owner
- Answer questions about feature design and implementation
- Provide real size as determined after implementation

3. Sprint Release

This sprint's product owner

- Decide whether release candidate should be released
 - Only in case of significant regression should you not release
 - Later in the course you will use a definition of done
 - Specifics depend on type of release
- Consult with software developers if necessary

This sprint's release manager

- If the release candidate is to be released
 - Deploy sprint release to operations environment
 - Tag release with **sprint-xx-release** where xx is your sprint number
- If you maintain a change log (optional)
 - Update change log with release information

4. Sprint Retrospective

This sprint's Scrum Master

- Review this sprint's impediments
 - Report on progress
 - Review remaining problems

Next sprint's Scrum Master

- Make roll call as to new impediments
 - Take note of people's impediments
 - Allow everyone to make a suggestion
- Note impediments in impediments backlog

Everyone

- Answer to happiness index

5. Sprint Planning

This (now possibly new) sprint's product owner

- Reprioritize product backlog items, if necessary, on-the-fly
- Work through top-prioritized backlog items one-by-one until finished
 - For each product backlog item, explain it, ask developers to estimate and commit
 - You are finished, if the team does not want to take on more backlog items

Software developer

- Estimate size of each backlog item using planning poker
- After planning, commit to backlog items put into sprint backlog

Everyone

- Make sure roles for sprint are clear to everyone

Story Points

Story point

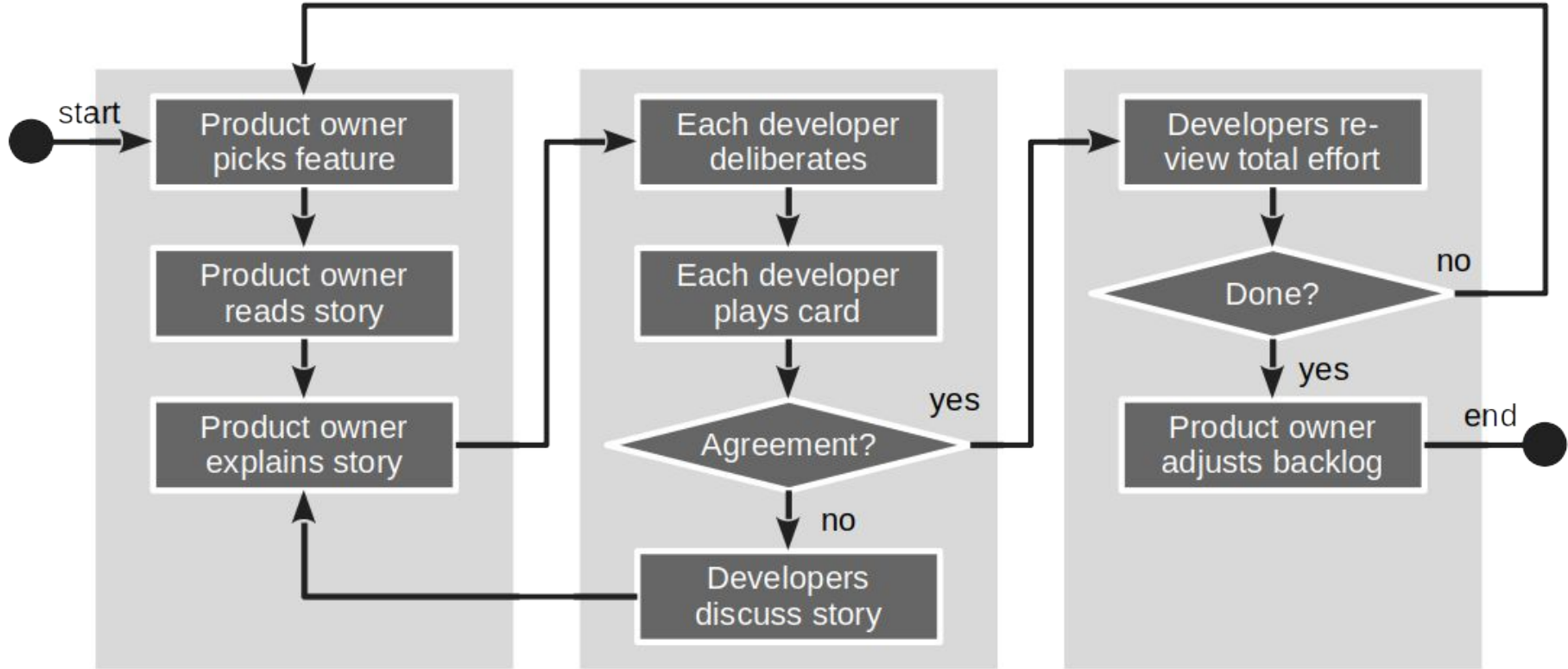
- An arbitrary numeric measure of size of a given feature

Properties

- Is a measure of size, not of effort or duration
- Measured in non-linear increments, forcing choice
- Is socially agreed upon, depends on team estimation history
- Is independent of a particular person (and their skills)
- Is mapped to time using the team's velocity (development speed)

Points	Meaning
0	No size
1	Trivial size
2	Small size
3	Medium size
5	Large size
8	Very large size
13	Too large (size)

Flow Diagram for Sprint Planning [1]



6. Meeting After-work

This sprint's product owner

- Update planning documents to consistent state
 - Clean up product and sprint backlog
 - Ensure feature archive is current
 - Update release plan with actual effort for sprint

Software developers

- Plan programming tasks (1 feature = 1+ tasks)
 - Agree on which developer(s) work(s) on which tasks
 - If pair programming, ensure you document the pair
 - May happen right after meeting or during sprint

This sprint's Scrum Master

- Work on resolving impediments during sprint
- Document resolutions in impediments backlog

An Efficient Team Meeting Takes 90 Min.

#	Section	Duration
1	Meeting preparation	-
2	Sprint review	~40%
3	Sprint release	~5%
4	Sprint retrospective	~10%
5	Sprint planning	~45%
6	Meeting after-work	-

Thank you! Any questions?

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