The AMOS Project

Weekly Team Meeting Check-List

Prof. Dr. Dirk Riehle, M.B.A.

Friedrich-Alexander-University (of Erlangen-Nürnberg)

dirk.riehle@fau.de, http://osr.cs.fau.de/ – dirk@riehle.org, http://dirkriehle.com

Abstract

This document provides a check-list for AMOS project teams as to the work that needs to get done during a sprint. It centers on the before, during, and after of the team meeting. The check-list is structured by the roles that team members play. The team meeting needs to take place Wednesday or Thursday during a week.

Table of Contents

1. Everyone

1. Meeting Preparation	
2. Sprint Review	
3. Sprint Release	
4. Sprint Retrospective	Answer to Scrum Master's row call pointing out problems Take sprint retrospective suryey at http://goo.gl/aPWZ4
5. Sprint Planning	Agree on this sprint's review and release manager Agree on this sprint's Scrum Master
6. Meeting After-work	

2. Product Owner

1. Meeting Preparation	Note release candidate tag for sprint in release plan Ensure that product backlog is ready for sprint planning
2. Sprint Review	Walk through sprint backlog feature by feature
3. Sprint Release	Decide whether release candidate should be released
4. Sprint Retrospective	
5. Sprint Planning	Reprioritize features, if necessary, on the fly Work through top-prioritized features until finished

6. Meeting After-work	Update planning documents to consistent state
	Make a snapshot copy of planning documents
	    1. Save to PDF file, name it sprint_planning.pdf
	    2. Commit to root of code repository
	    3. Tag it with sprint_xx_planning

3. Software Developer

1. Meeting Preparation	
2. Sprint Review	Answer questions about feature design and implementation
3. Sprint Release	
4. Sprint Retrospective	
5. Sprint Planning	Estimate size of each feature using planning poker After planning, commit to features put into sprint backlog
6. Meeting After-work	

4. Review and Release Manager

1. Meeting Preparation	Tag release candidate with sprint_xx_release_candidate Ensure that a working demo system will be available
2. Sprint Review	Check out fresh code base using release candidate tag Compile, build, and test release candidate Demo features as requested by product owner

3. Sprint Release	Build product war-file named ROOT.war
	Commit war-file to root of code repository
	Tag head as sprint release with sprint_xx_release
	If applicable, tag head as product release
	    • product_release_v1 for the mid-term release
	    • product_release_v2 for the final release

4. Sprint Retrospective	
5. Sprint Planning	
6. Meeting After-work	

5. Scrum Master

1. Meeting Preparation	
2. Sprint Review	
3. Sprint Release	
4. Sprint Retrospective	Make row call as to impediments Summarize impediments in planning documents
5. Sprint Planning	
6. Meeting After-work	Follow-up on impediments during sprint Document resolutions in impediment backlog