

The AMOS Coach

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COACH A02

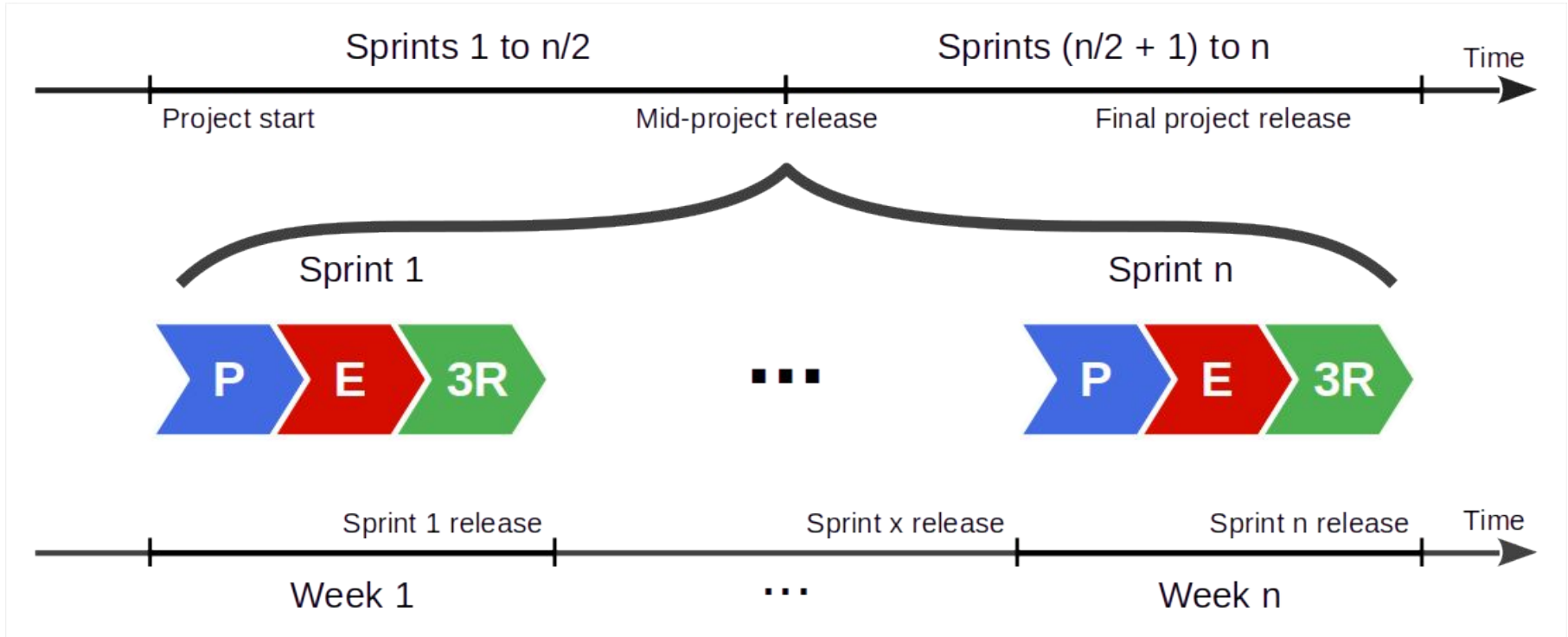
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Agenda

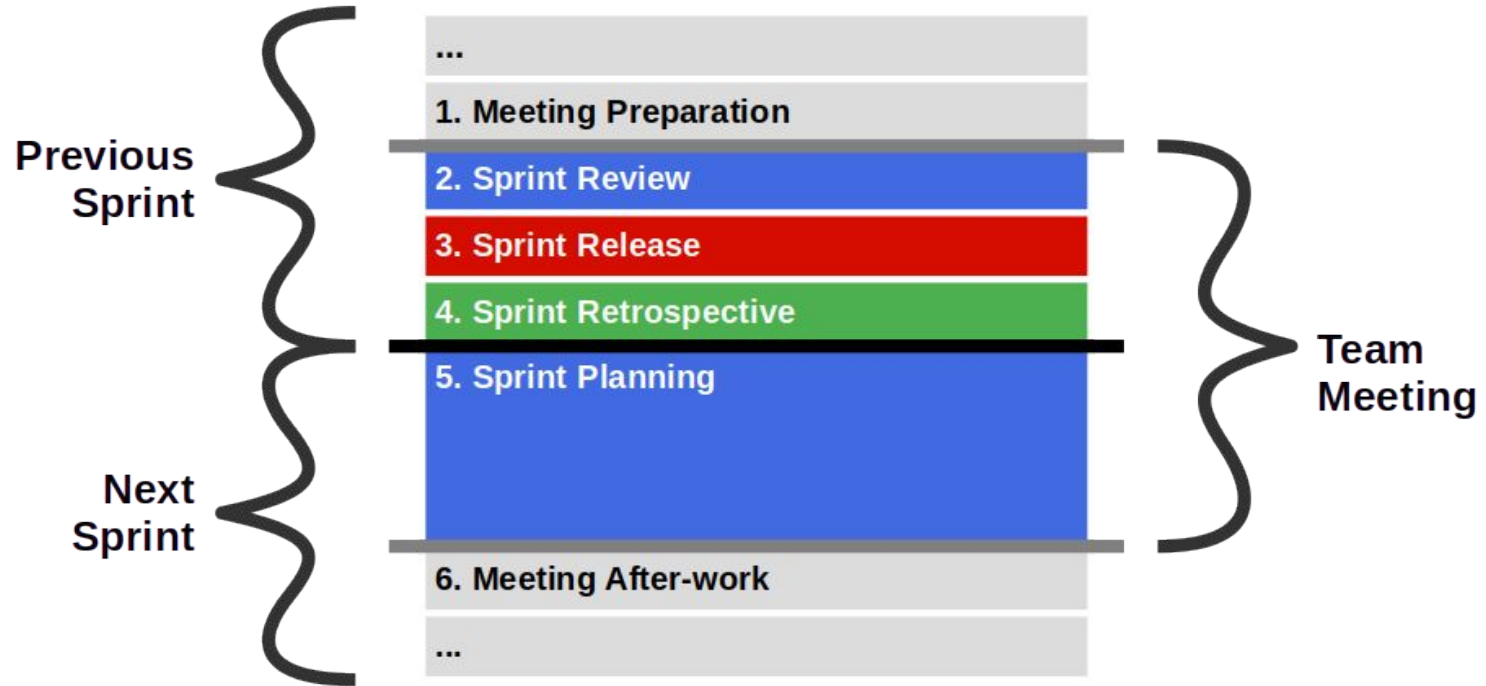
1. The AMOS project
2. The AMOS coach
3. The AMOS capabilities timeline
4. The AMOS coach's worklog
5. The AMOS agile review

1. The AMOS Project

AMOS Project Timeline [1]



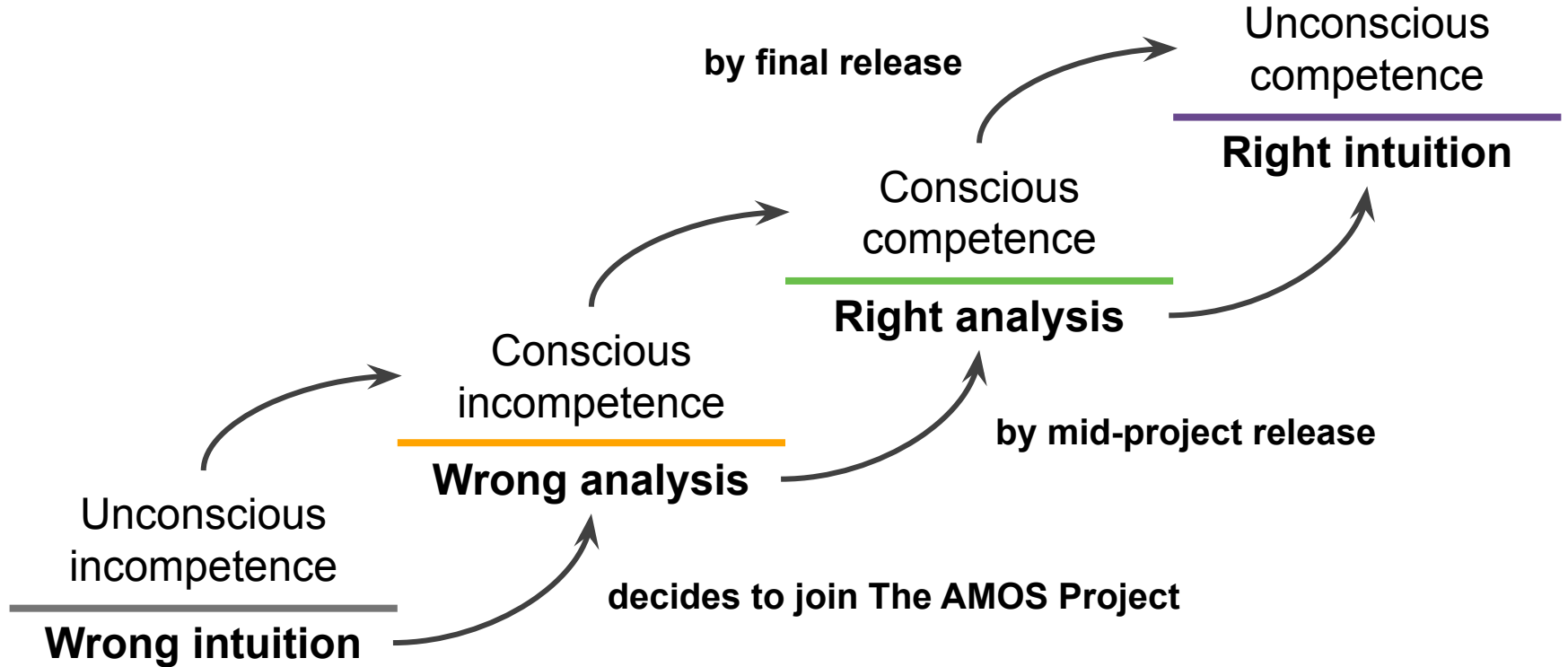
The AMOS Team Meeting [1]



Challenges of Scrum in a University Setting

Assumption	Reality
Full-time on project	Part-time ($\frac{1}{3}$ of weekly work)
Equal abilities	Abilities can vary greatly
Some extrinsic motivation	Short-term extrinsic motivation (grades)
Long-term perspective	Teams disband after project
General familiarity	May never have met before

AMOS Timeline and Levels of Competence



2. The AMOS Coach

Engagement Model

Two related roles

1. **Scrum Master** (of an AMOS project)
2. **Workshop facilitator** (for AMOS team)

Scrum Master

Act as Scrum Master

- During team meetings
 - Participate in role
 - Fill in happiness index
- During the sprint
 - Perform work
 - Write stand-up emails

Scrum Master tasks

- Contribute as Scrum Master
- Follow AMOS capabilities timeline

COACH Retrospectives

We will perform weekly retrospectives with you

- All coaches will share their experiences with each other and us

Such retrospectives are private to the course

- Please do not share them with your AMOS team (different course)

Workshop Facilitator

As a workshop facilitator

- Prepare your workshop concept
- Provide feedback on other concepts
- Hold and report about your workshop

3. The AMOS Capabilities Timeline

Scrum Terminology / Shorthands

Shorthand	Long form
PO	Product owner
SD	Software developer
SM	Scrum master
TM	Team member
RM	Release manager
HI	Happiness index

The AMOS Capabilities Timeline [1]

The timeline lists by which # period which capability should be practiced; the timeline is synced with the lectures.

PROJECT WEEK (BY TEAM MEETING)				01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
1.	<u>General Management</u>																	
1.1	<u>Project management</u>																	
1.1.1	<u>Project setup</u>																	
	Team contract has been agreed upon			-	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Planning documents have been initialized			-	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Code repository has been set-up			-	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1.1.2	<u>Process efficiency</u>																	
	All roles have been assigned			-	o	x	x	x	x	x	x	x	x	x	x	x	x	x
	Efficiency of team meetings			-	o	o	o	x	x	x	x	x	x	x	x	x	x	x

- Unknown, not relevant
- o Known, not practiced
- x Should be practiced

How to Take Notes in the Capabilities Timeline

In (your copy of) the capability timeline, for the given team meeting, mark a

- 0: for practice not performed
- 1: practice performed below expectations
- 2: practice performed according to expectations
- 3: practice performed above expectations

If practice is somehow not applicable, don't add / change anything

Use of Marks in Capabilities Timeline

For a 0 (practice not performed), you may

- Have to teach the team about it
- Want to inform the AMOS instructor about it

For a 1 (practice performed below expectations), you should

- Explain in your public notes what was missed
- Explain how to do better

For a 3 (practice performed above expectations) you should

- Point out what went well and why
- Encourage team to keep going

4. The AMOS Coach's Worklog

The AMOS Coach's Worklog

An AMOS coach takes free form notes in a worklog structured by team meetings

Please copy the [worklog template](#)

Team Meeting #05 (2021-11-18)

Public feedback

- By phase
 - Sprint review
 - ...
 - Sprint release
 - ...
 - Sprint retrospective
 - ...
 - Sprint planning
 - ...
- General comments
 - ...
- Good job!

By-person notes

...

Other notes

...

How to Take Notes in the Worklog

For each out of the ordinary (0, 1, 3) value for a practice

- Take notes in the corresponding section
 - Public notes: To be sent to the AMOS team
 - Private notes: For your own use

For the common value (2), if you feel it is beneficial,

- Say “good job” and / or encourage to push further

Example Capability and Worklog Notes

Example: For “Sprint release candidate has been tagged properly” = 1,

- Write in the “Sprint review” section of your worklog
 - “Please do not rename the release candidate to become the release tag; rather set a new tag”

Example: For “Quality of playing planning poker” = 1,

- Write in the “Sprint planning” section of your worklog
 - “Some of you simply accepted what others said; don’t do that, please engage. If you see someone not actively contributing, please try to pull them in”
 - “It is tempting, but please don’t just take the average story point value; go at least for two rounds if there is no immediate agreement, before resorting to averages”

Use the “What can go wrong” notes in the Timeline Explained document!

5. The AMOS Agile Review

The AMOS Agile Review

The AMOS agile review is

- A review of a team's ability to follow the (AMOS) Scrum process
- Performed in writing for each team meeting during the project

When and How to Give Verbal Feedback

At the end of a team meeting, optionally and if time permits,

1. Verbally provide feedback for session (from work log)
2. Answer any questions the team might have

It is your right (and duty) to do so

- At the end of the team meeting
- At the 90 min. mark

whichever comes first

How to Take Notes and Give Written Feedback

Track observations and insights in your worklog, as discussed

In written agile review, prefer roles (SD, PO) over person names

- Please cc: all other coaches and teaching team
- Due (the latest) at the end of team meeting day

What is Public and What is Not

The templates and explanations are all publicly available

- [Capabilities timeline \(by week\)](#)
- [Capabilities timeline explained](#)
- [The AMOS coach's worklog](#)

Your copy of the documents is not!

- Please only share your public comments

Summary

1. The AMOS project
2. The AMOS coach
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Thank you! Any questions?

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