Goal:

*Analyze our approach to story readiness (looking at our first sprints, backlog building, and refinement) so we can streamline the process and ensure we can get into a cycle of PI readiness.*

Agenda:

* Build backlog building journey map (what have been the touchpoints and delays and wait times on those activities on the way to presenting stories to the team for refinement)

[PM assigns a Feature to PO] > [Ask questions of PM about the assigned feature]> [Inspecting the feature details: workflows/processes]>[Identify the BA to examine workflows and processes]>[Basic essential story mapping]>[Review the Story Map with Business owner]>[Refine the story map w/ BO]>[Defining Feature stories at a high level and first prioritization]>[Establish pass #1 of Story high-level Acceptance Criteria with BO]>[Identify SMEs]>[Establish pass #1 of high-level ACs with SMEs]>[Team refinement of stories to identify new questions]>[Review new questions for a Story with the BO/SME for answers]>[Present Answers to the team for further refinement]>[Confirm agreement with BO on Story definition, ACs, and Prioritization]

* Build a backlog refinement “definition of ready” journey map (what have been our touchpoint experiences so far in getting stories refined by the team to the point of “ready”)

[PO presents a story to the team in Refinement]>

[Team will discuss technical scope questions within the meeting]>

[Team asks question of the PO]>

[PO presents additional details to answer questions from the team]>

[PO brings unanswered questions to the BO to find answers to present to the team in future refinements]>

[Team ensures each Acceptance Criteria is testable and specific to a clear use-case]>

[Team will spend a little time between refinement sessions to investigate a technical question quickly (not quite a spike – just a quick investigation)]>

[Team member identifies an activity for delivery and adds it to the story as the sketch task (no hours or allocations)]>

[Team identifies Story Spikes that require sprinting-level hours to investigate and research]>

[A story deemed too large is vertically sliced by the team]>

[Story is given a Fibonacci Sequency number estimate]

* From those journey maps, determine:
  + Internal opportunities for improvement (team-level)
  + External opportunities for improvement (organizational impediments that are either process or culture oriented)
* For each opportunity for improvement:
  + Come up with simple low-hanging fruit ideas for change experiments on the team