Scrum Master tools

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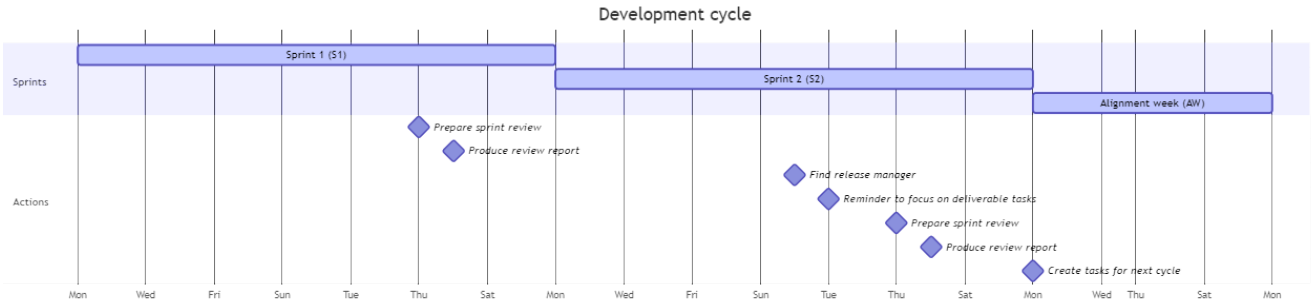
Overview of the cycle



Daily todo

- check who is at the office and book rooms for the meetings of the day accordingly
- go **through the sprint board** (SPRINT)
    - **fix status problems**, ask people to fix them, or flag them with "".
    - **ask to add comments** for blocked tickets or if one cannot attend to the standup. Also flag blocked tickets with .
    - **detect "code review" and "waiting to be merged"** and flag them with if they've been in this state for too long.
    - **update the sprint monitoring** page (2024.8.S1.ENGAGE) with the tasks which status has been changed to "done" since the previous day, and move them at the bottom of the sprint board. Apply the formulas to compute "real time" stats.
    - **detect tasks added to the sprint,** flag them and report them to the team.
    - verify that tasks have subtasks

Sprint Review

Preparation

- find a person for the demo using this: Sprint Reviews Schedule.
- create the demo sync meeting before the next sprint review.

Report production

- browse the sprint board and complete all the entries on monitoring page.
- apply the formulas on top to compute the stats.

Planning

Preparation

- Complete this Excel sheet :
    - use the results from the monitoring page
    - days off can be found here: https://nexthink.ilucca.net/timmi-absences/planning
- Reminder: ask to provide deadlines at the planning.

After the planning

- Duplicate the sprint monitoring page and adapt it for the new sprint, put it on top of the pages of its category.

- Update this page so that the "Daily todo" links point to the new version of the monitoring page.

Create tasks for the next cycle

- Task creation
  - For S2:
    - TEMP-1039 - Getting issue details... STATUS
    - TEMP-281 - Getting issue details... STATUS
      - search the template by: Engage Cloud Release duties for Feature Freeze and MRs
  - For AW: release duty tasks
    - TEMP-550 - Getting issue details... STATUS

Near backlog / grooming

Add major domain involved

Retrospective

- create the Jira tasks from the action points raised at the retrospective