

Sprint Software Development Management Artefacts:

I know that I am sending these instructions after you already started to create Sprint artefacts. You don't have to remake the Sprint artefacts you already did for past Sprints, just use the following instructions for the next Sprints.

What does the Sprint Report contain:

- Contains the dates of the sprint (when it started, when it ended)
 - I would rather see the real Sprint dates than artificial ones, if they are off by 2-3 days
- Overview of the team and their planned capacity
 - Maybe one member won't be available this sprint, etc.
- (Optional) Burn down chart
- List of backlog items planned to be developed in the current Sprint
 - List of User Stories that are (at least partially) addressed in this Sprint, their Acceptance Criteria.
 - Indicate items that were added after the Sprint start
 - Indicate items that were removed before the Sprint end
- Status of planned items and their status
 - Marking the done items
 - Marking which Acceptance Criteria were fulfilled by the issues solved in this Sprint
 - Marking the unsolved items, and what are you going to do with them (push to future sprint, eliminate from project, etc.)
- Sprint Review (This can be an audio recording of your team's discussion)
 - A short meeting between stakeholders (just your team in this case) discussing how the production of the software is going.
 - How close are you to delivering the functionalities
 - How close are you to an MVP
 - Something that you realized that you haven't been able to achieve?
 - Something extra you realized you were able to achieve?
 - Theoretically this discussion should be a less technical as it involves non technical stakeholders – PM, Product Owner, Client etc.
- Sprint Retrospective (This can be an audio recording of your team's discussion)
 - A short meeting in the technical team developers, scrum master, maybe PM.
 - Feedback on the development process
 - What works well, what doesn't
 - What is harder / easier then expected
 - What would you want to do better next Sprint