Scrum events / Sprint Planning meeting

- **Sprint planning meeting**
- **Sprint backlog**
- **Team capacity**
- **Team velocity**
- **User story's INVEST criteria**
- **Definition of Ready (DOR)**

Sprint planning meeting

- **What can be Done this Sprint**? Scrum team identify the **exact user stories** they will finish in a sprint.
- The entire team agrees to complete a set of user stories within a Sprint.

Meeting specifics:

Meeting process:

- **SM creates a new sprint backlog** in project management app (e.g Jira)
- Takes / **pulls** user **stories** from the Product backlog to the current Sprint backlog
- A team can finish / complete user stories based on their **team capacity & team velocity**

Attendees:

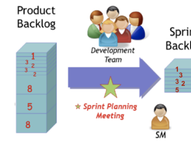
- **Scrum Master -** who facilitates the meeting
- **Product Owner -** who identifies the sprint goal with the dev team
- **Development Team -** who works on the user stories

Time box:

1 hours for 2 weeks sprint or 2 hours for 4 weeks sprint

When:

- First day of each sprint

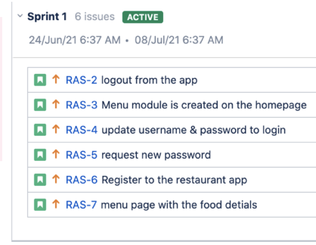


Sprint Backlog

Sprint Backlog: Selected user stories for current sprint are stored in the Sprint backlog.
SM creates sprint backlog in sprint planning meeting.
Sprint backlog in used / maintained by Dev team and SM during the sprint.
Sprint Backlog is one of the Scrum artifacts

Sprint Backlog has:

- Sprint number
- Sprint starting / ending date
- List of tasks needs to be done in the current sprint
- Total story points



Team Capacity -> Dev team's total work availability in a sprint

Team capacity is developers and testers' total work availability in a sprint.
Team capacity might be different due to many reasons like : illness, vocation, etc.
E.g:
Rahul (dev) - available to work 8 days
John (dev) - available to work 8 days
Mike (dev) - available to work 8 days
Ayse (QA) - available to work 8 days
Vincent (QA) - available to work 8 days
total availability == Capacity is 5 8 = 40*

Team Velocity -> The actual story points that completed in a sprint

Sprint 1 's velocity is 33
Sprint 2 's velocity is 48
Sprint 3 's velocity is 38
Sprint 4 's velocity is 39

4 sprint's Total velocity -> 33+48+38+39 = 158

*so, this team's **average velocity** is: 158 / 4 = **39.5** (39 or 40)*

Average velocity enables the team to predict the amount of work the team can get done in future sprints.

Definition of Ready (DOR) --> user stories are "ready" to be selected in to the Sprint Backlog?

- *Definition of Ready (DOR) is an **agreement** between the PO and Dev team on if a user story is ready to be included into the Sprint backlog.*
- *DOR agreement criteria is prepared by the Scrum team.*

Sample Definition of Ready (DOR):

- User Story meets **INVEST** Criteria
- User **Story defined** by PO
- User Story Acceptance Criteria (**AC**) **defined**
- User Story dependencies identified
- User Story **sized** by Development Team
- Performance criteria identified, where appropriate
- Scalability criteria identified, where appropriate
- Security criteria identified, where appropriate
- Person who will accept the User Story is identified
- Team has a good idea what it will mean to Demo the User Story

Story INVEST criteria: