

# *To Do list for preparing to work on projects*

1. *Assign team name*
  2. *Identify team role & size*
  3. *Create **2** sprint **meeting calendar & schedule***
  4. *Sprint cycle (we'll follow 2 weeks cycle )*
  5. *Make sure understand the blow keywords: [ {Scrum cheat sheet} slide might help]*
    - **Point system** - *Fibonacci (1,2,3,5,8,13, 21)*
    - **3 sprint artifacts:** *Product Backlog, Sprint Backlog, Burn-down chart*
    - **5 sprint meetings:** *Grooming, Sprint planning, Stand up, Demo, Retro*
    - **Team capacity:** *The resources you have available in a sprint*
- Developer numbers + QA numbers \* 8 days (2 weeks = 10 days, 2 days for meetings)**

## Example:

### 1. Assign team name

Team name: **Champions**

### 2. Identify team role & size

- team role : PO, SM, Dev team (you can add BA)
- team size: 1 PO, 1SM, 7 dev, 5QA

### 3. Create sprint *meeting calendar & schedule*

- get idea from SM-sheet file: [click here](#)

### 4. - Team capacity

Based on my story, I have 7 dev & 5 QA

Team capacity:  $(7+5) * 8 = 96$

**Note:** team capacity is calculated in each Sprint planning meeting, and result might be different sprint to sprint based on team member's time availability of work

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Sprint <b>planning</b> meeting (10-12AM)	2 <b>Standup</b> (9:15AM)	
	5 Standup	6 Standup	7 Standup	8 Standup <b>Grooming for Sprint 2</b> (1-2PM)	9 Standup	
	12 Standup	13 Standup	14 Standup <b>Demo</b> (1PM)	15 Sprint <b>planning</b> meeting (10-12AM)	16	
	19	20	21	22 <b>Grooming for Sprint 3</b> (1-2PM)	23	
	26	27	28 <b>Demo</b> (1PM) <b>Retro</b> (4PM)	29 Sprint <b>planning</b> meeting (10-12AM)	30 Standup	
Note: Retro -> once every 2 sprint (once a month) Stand up -> even it is not written, it is everyday 9:15AM						