

Daily stand up, Demo, Retro

Daily Stand Up meeting

- Stand-up is designed to quickly inform everyone of what's going on across the team
- It's not a detailed status meeting.

Meeting specifics:

Meeting process:

- Have each team member answer the following questions:
 - What did I complete yesterday?
 - What will I work on today?
 - Am I blocked by anything?

Attendees:

- **Scrum Master** - who Host the meeting
- **Development Team** - who works on the user stories (PO,BA are optional)

Time box:

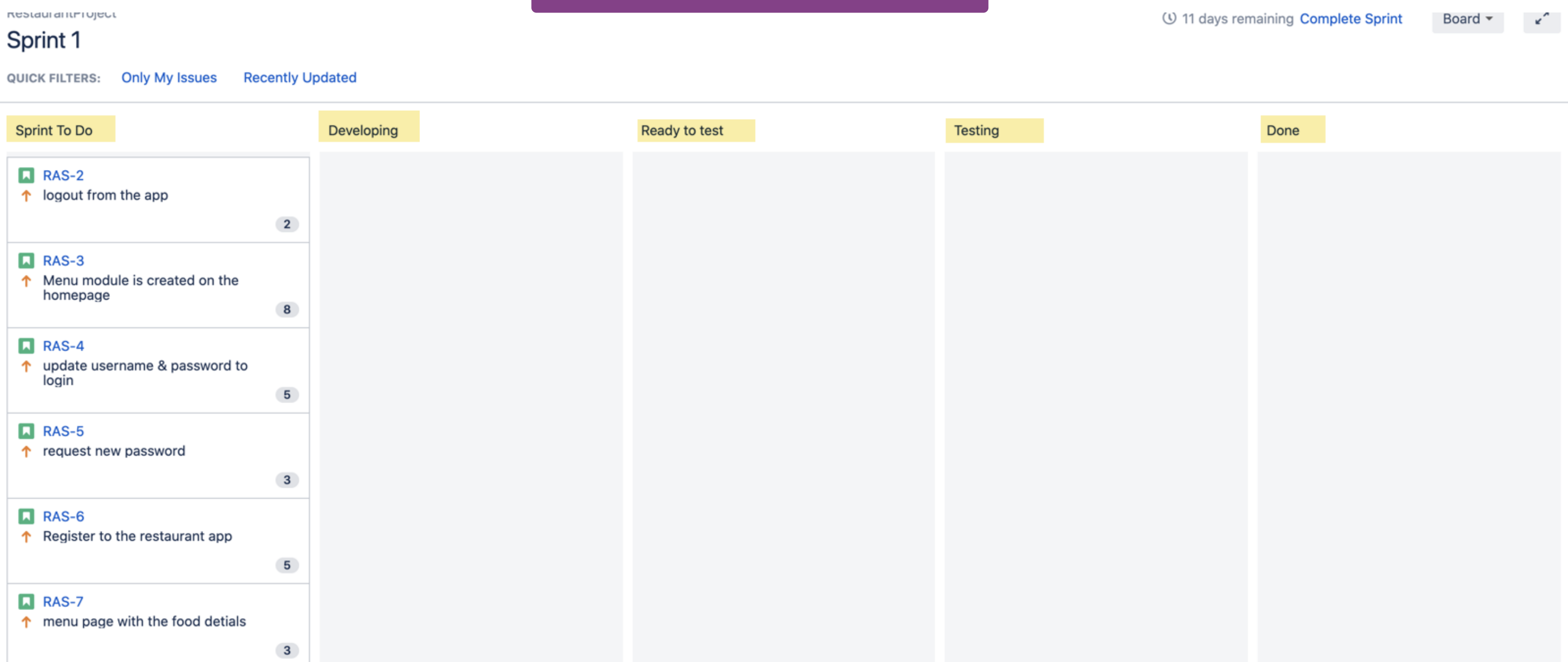
15 minutes

When:

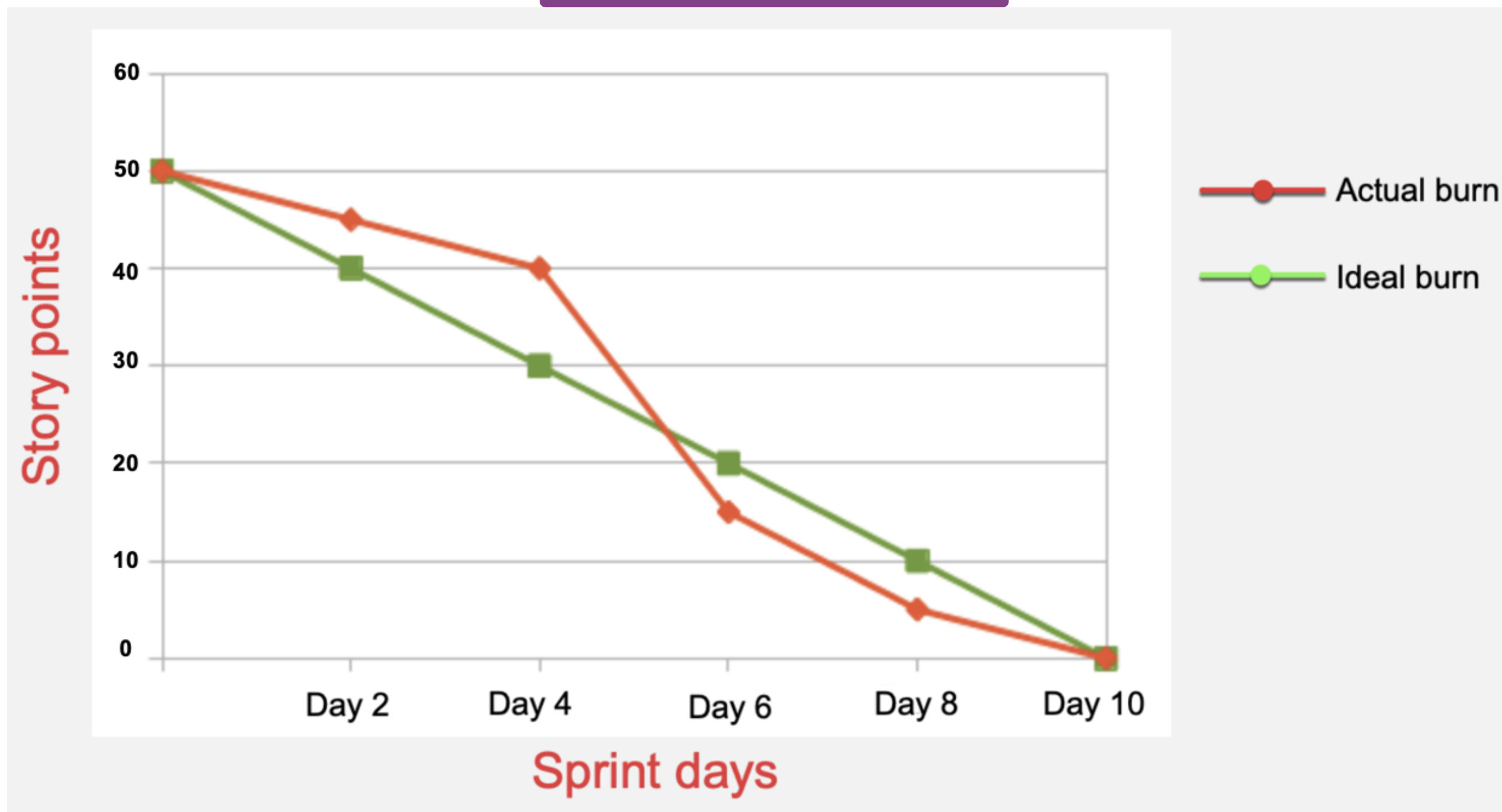
- Once per day, typically in the morning



Sprint Active Board



Burn-down Chart



Demo == Sprint Review meeting

- Held at the end of a sprint
- The entire Scrum team and key stakeholders join the meeting to discuss what was **done** and what was not.

Meeting specifics:

Meeting process:

- Either each Scrum team member or one person represent the team demonstrate the Done work
- PO **Accepts** or **Rejects** a task based in the **Definition of Done (DOD)**
- If any task is not completed, or PO does not accept it, the task will be move to the next sprint

Attendees:

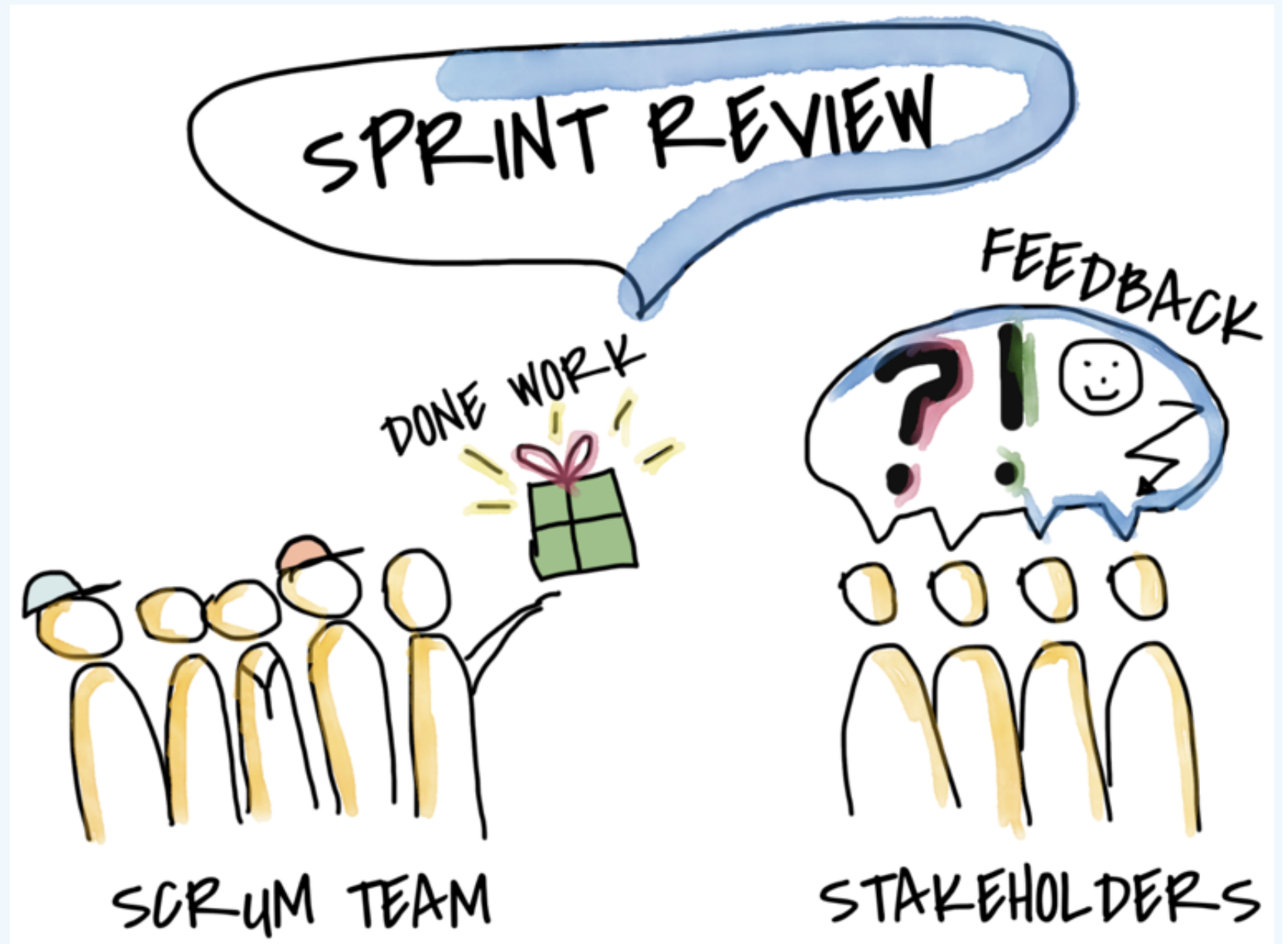
- **Scrum Master** - who **facilitates** the meeting
- **Development Team** - who demonstrate their "done" tasks to PO/the Client
- **The client / stakeholders** - who owns the project
- **Project Manager** - who responsible the project delivery

Time box:

1-2 hours for 2 weeks sprint

When:

- Once a sprint , last day of each sprint



Definition of Done (DOD)

- Code produced (all 'to do' items in code completed)
- Code commented, checked in and run against current version in source control / GitHub
- Peer reviewed (or produced with pair programming) and meeting development standards
- Builds without errors
- Unit tests written and passing
- Deployed to the test/qa environment and passed system tests
- Passed UAT (User Acceptance Testing) and signed off as meeting requirements
- Any build / deployment / configuration changes are implemented / documented / communicated
- Relevant documentation / diagrams produced and / or updated
- Remaining hours for task set to zero and task closed

Retro meeting

- Is used to create improvement opportunities.
- provides each team member the chance to reflect on the sprint

Meeting specifics:

Meeting process:

- Have each team member answer the following questions:
 - What went well?
 - What went wrong?
 - What we should do to improve our team's efficiency?

Attendees:

- **Scrum Master** - who Host the meeting
- **Development Team** - who works on the user stories

Time box:

1 - 2 hours for 2 weeks sprint

When:

- At the end of the Sprint, after the demo meeting

