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July 8th, 2022

**Journal**

**SRUM Master**

If I were to plan scrum events, I would start by by gathering information from the project owner, on how long do we have to deliver, what are the priorities to be worked on first, and get myself more involved in the vision and the expectations. This step is important on a personal and professional level so that we get familiarized talking and understanding the project.

Next, I will get to meet the team (if not met before), get myself familiarized with their top skills, try to identify who is best where and get to know where each individual shines. This is also an early step but it also gives me the ability to know the people I will be working with and what to expect from them.

After these two “getting to know” steps I will start my professional planning. In this step, planning depends on the project, if a project is time sensitive some of the planning phases may change while others might be removed. But for now, I will start by making a clear visualization, where we are at the moment (if we are in a start of a project, middle, or by the end), and I will stick to it through out the entire project. This way the team and I will have a clear idea where we are as a team and in the project map. This will also help the team to focus on the “now” of the project by letting everybody know what has been done and completed, and what we are doing, and what is left to be made. We can think of this as a Product Backlog. To ensure that the event will achieve its goal, I am going to have an agenda, shared with every one so they come prepared for what we are going to be discussing, set everybody’s mindset in the project and keep the scope of the discussion in the project when it diverges.

Next, with the project owner and the team, I will set up a meeting to negotiate what will be taken into consideration into a sprint, and get an insight from the team by putting an initial due date for each sprint. In this sprint planning event, it is important to refer to previous steps to keep ourselves in the given time frame and requirements for the project at hand . It is important to plan the sprints to take so that everyone has a say and every one gets involved in the project, and on the other hand to have a roadmap of what is going to be faced and when.

After Sprint Planning, I will consider sometime to revise everything happened so far and try to adjust where I can adjust so that any gaps can be filled with productivity.

My project will consist of a daily stand up, where every individual will reflect the three most important questions for self organization.

1 – What I did yesterday ?

2 – What I am going to accomplish today ?

3 – What is blocking me ?

These three question will be the main agenda on the daily meeting, which will be held every morning, once everybody is present. Every individual in this meeting should have an equal share of talking and asking questions and the meeting will be conducted for 15 – 20 mins .

Depending on the team’s favorite sport, I will have a ball being tossed around every time it’s someone’s turn to speak. This will help me keep everyone focused and making a friendly and gamified environment.

In this meeting people might diverge out of the scope of the meeting, I will try my best to keep the team’s discussion in the scope, and everything that is important to be discussed later on will be pin pointed in a separate agenda.

As earlier mentioned, the visualization of the progress of the project will be updated every day, and attached on the board, next to the tasks status table that is presented in stick notes, for every one to see.

For every sprint we need a meeting to launch and to finalize. Launching the first sprint will easy because we are going to assign tasks, and plan how we are going to achieve them. At the end of the first sprint, the meeting will have a retrospective on its agenda, which is where we talk about how we overcame the difficulties, how we can prevent going back into them, how we fixed them so we can be faster if faced a difficulty in the next sprint. At the end of this meeting we will launch the new sprint and what we expect by the end of it and how we want some features to be. This event is so important as it gives every one an opportunity to look back and learn valuable lessons, see what we achieved and gain more confidence going forward in the project.

I visualize this meeting as a pizza day, where I get pizza for everybody on the team and celebrate the end and the beginning of the new sprint. This will motivate my team and keep the friendly behavior in the workplace.

As a scrum master, I don’t want my meetings to be time consuming, which may affect the productivity. However some events down the road may result in long meetings like sudden change in requirements. These type of meeting I prefer keeping them professional and formal, since we are facing serious changes or problems.

Thanks for reading.