Subject to Change

Sprint 5 Schedule 10/28 - 11/4

Revised: Yu Lee - removed sprint grooming on 10/30

The Goal of the Document:
The document is for the team to expect and understand what will happen on days

Action Plan
More effectively focus the sprint backlog with a more robust process. Fewer tasks, more focus on the tasks

DOR
Definition of Ready: PBI's are deemed sprintable and have acceptance criteria

DOD
Definition of Done (for now) - Code that is well documented, tested, and reviewed by the Team and achieves the goal of our stakeholders. The knowledge should be able to be transferred to the next group.

Monday: 10/28

Sprint Grooming (Time Box: 30 minutes)
Main Goal: Groom PBI's and determine if sprintable for future sprints
- Groom PBI's at the top of the priority list
- Sprint Grooming is always focused on future sprints
- The Scrum Master facilitates Sprint Grooming, but the Product Owner should know which PBIs need to be groomed before the start because the Product Owner "owns" the Product Backlog and all the PBIs in it.
- The Product Owner will present and explain the PBIs that must be groomed in priority order.
- The Dev Team will collaborate with the Product Owner to understand the scope
- **To say an item is sprintable, the Dev Team will have to establish an understanding of the item by having a High-level design of the item**
- Designs will be attached to the PBI
- If PBI is too large, the Scrum Team works together to break the PBI down into smaller PBIs

Sprint Planning

Main Goal: Have PBI's in the sprint broken down into tasks
- SM is a silent observer and will step in if the process is being rushed
- Sprint Goal is presented and explained by the Product Owner to the Dev Team
- PO will present one PBI at a time
- Dev Team decides if PBI meets the DOR
- Dev Team collaborates with the Product Owner (by asking clarifying questions)
- Dev Team will brainstorm more detailed designs (workflows, UML, etc) to create tasks that are needed
- Estimate each Task after each PBI
- After the Sprint Planning activity, the list of tasks is placed on the Sprint Backlog in priority order (based on the priority of the PBIs provided by the Product Owner). How the Dev Team manages this backlog is up to them.

Daily Standup
- What tasks are devs going to work on

Wednesday: 10/30

Daily Standup
- What have you done?
- What will you do today?
- Any obstacles?

Work Day

Monday: 11/4

Daily Standup
- What have you done?
- What will you do today?
- Any obstacles?

Sprint Review
Main Goal: Determine if changes meet acceptance criteria
- **Merge branches before review. Show changes on one device**
- Devs will bring forth what they completed
- This is where the PO will evaluate what was completed and compare it to the acceptance criteria of the PBI
- It is up to the Product Owner, as the voice of the business, to determine if the work from that sprint will be released to customers or not
- If the Product Owner approves it for release, the Dev Team will execute that release after the Sprint Review but before the Retrospective

Release
- **How long does it take to release?**

Sprint Retrospective

Main Goal: What went well and what needs to change
- Scrum Master facilitates the discussions
- The Scrum Team will reflect on the most recent sprint
- Each person will put forward what they feel went well (that the team should continue doing)
  - Each Dev will have at most 3 ideas for each column (what went well and needs improvement
  - Devs will have one vote for each column that they want to bring into the action plan
- Devs will discuss what the action plan will be and how the team will follow it

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Daily Standup

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