HONESTBEE MAINTENANCE PROJECT

PREPARE TO APPLY SCRUM

1. Scrum Team

- **Product Owner:** Darryll Chu

+ Manage Product Backlog: put, add details, order items

+ Ensure the Development Team understands items to the level needed

- **Scrum Master:** Luong Tran

+ Ensuring that goals, scope, and product domain are understood by everyone on the Scrum Team as well as possible

+ Helping the Scrum Team understand the need for clear and concise Product Backlog items;

+ Facilitating Scrum events as requested or needed.

+ Helping the Development Team to create high-value products;

- **Development Team:** DongNC, TienLT, Vu Nguyen

+ Implement taks input in the Sprint Backlog

+ Proactive to discuss/clarify requirements directly with PO

2. Sprint Lenght: 2 weeks/sprint

3. Sprint Events:

No.	Events	Timebox	Note
1	Sprint Planning	Max 4 hours	
2	Daily Scrum	15 mintues	VN team: update tasks internal SM will update with PO then.
3	Sprint Review	Max 90 minutes	Review what we implemented
4	Sprint Retrospective	Max 120 minutes	For VN Team. Then SM updates Retro notes on Confluence.
5	Sprint Grooming (Refinement)	Max 90 minutes/week	Set a fixed time to discuss per week: every Tuesday and Thursday per week, at 2pm-2h45pm (VTN)

4. Communication:

- Manage Sprint Backlog/Tasks: Jira - Handover Team - https://honestbee.atlassian.net/jira/software/projects/HT/boards/381
- Manage documents (Product Requirement, Meeting notes,etc): HT Space - https://honestbee.atlassian.net/wiki/spaces/HT/overview
- Chat: Skype

For every meetings, members of Dev Team will:

+ Record chat video

+ Take meeting notes

- Release announcement:

+ SM/Dev Team member announces via email + skype.

+ Release date: after those tasks are completed.

5. Exception

- Urgent tasks:

+ Team will prioritize those taks

+ If the Team implements, deployment will be released as hot fixes

6. Schedule

No.	Task	Assignee	Timeline
1	Prepare Sprint Backlog: put items, prioritize items	Darryll	Nov 20 – Nov 22
2	Refine items that are enough for the first Sprint	Dev Team + Darryll	Nov 20 – Nov 22
3	Apply the first sprint	All	Nov 25