Monthly Scrum Ceremonies: Full Stack Software Development Lifecycle Chronicity runs from 1st working day of each month, to last working day of each month, with the following Ceremonies spread over the last 5 working days of each month in the *Week of Scrum*.

The Grooming Ceremony

The Grooming Ceremony, or Backlog Refinement, is an all day ceremony and is the first ceremony in the week of Scrum. This ceremony is required attendance for Full Stack Engineering, and optional attendance for the PO. During Grooming, Jira tickets in the column Backlog are interpreted through a Gherkin syntax lens, pointed for complexity, assigned an acceptance criteria, assigned a prioritization grade, C4 diagrams are drafted, a high level, abstract explanation of the technical of the feature is commented in ticket, and is certified by engineering as meeting the Definition of Ready. DOR tickets are transited from column Backlog to column Groomed.

The Planning Ceremony

The Planning Ceremony is a half day ceremony and is the second ceremony in the week of scrum. This ceremony is required attendance for Full Stack Engineering, and optional attendance for the PO. During Planning, Jira tickets in the column Groomed are assigned an engineer, reviewed for DOR certification, and an acknowledgement is commented by the assigned engineer that they understand the scope of work requested in the ticket. Planned tickets are transited from column Groomed to Planned and signal the ticket will undergo development in the forthcoming month's sprint. Tickets remain in Planned until active development begins; ticket is then transited to In-Progress.

The Demonstration Ceremony

The Demonstration Ceremony is a half day ceremony and is the third ceremony in the week of scrum. This ceremony is required attendance for Full Stack Engineers who have tickets ready to be certified as meeting the Definition of Done. This ceremony is open door attendance to the business, and approved non-business entities (customers). Engineers unable to attend are required to screen record their deliverable demonstration prior to this meeting paired with an oral overview of the feature in a .mp4 format with a confirmed delivery at a designated Fractal URI (DropBox / OneDrive / Google Drive / Confluence / et al). Demonstrated tickets are certified as meeting the DOD and transit from In-Progress to Ready for UAT.

The Retrospective Ceremony

The Retrospective Ceremony is a half day ceremony and is the fourth ceremony in the week of scrum. This ceremony is required attendance for Full Stack Engineers, and is further restricted to only Full Stack Engineers. This ceremony is engineering peer-to-peer, without hierarchal structure and is for the department's collective self betterment. Engineers define points from preceding sprint on: What could Full Stack have done better? What should Full Stack stop doing? What should Full Stack continue doing? What manual process or tasks can Full Stack identify as automateable with Headless-CMS? Retrospective results are stored in sheet formatting and time seriesed in Confluence.

The R&R Ceremony

The Release & Reporting Ceremony is a half day ceremony and is the fifth and final ceremony in the week of scrum. This ceremony is required attendance for Full Stack Engineering, and is open to interested business parties. This ceremony is the fulfillment of the monthly release process, where all DONE deliverables are graduated out of the dev environment, release notes are minted and versioned. The engineering team drafts a .csv and .pptx reporting velocity and software iteration highlights from preceding sprint.

Weekly Scrum Activity

Weekly Recap

The Weekly Recap is a 1 hour, voice and screen share, Discord meeting. This event is required attendance for Full Stack Engineering, and is open to interested business parties. This event is a high level dialogue regarding the preceding week's development. It is scheduled the 1st work day of each week, and occurs at 8am PST (mirroring department management's TZ). This meeting takes the place of the recurring Daily Standup on the day which it occurs.

Daily Scrum Activity

Daily Standup

The Daily Standup is a text only, personalized disclosure that is dumped in a #reporting text channel each day at the start of each engineer's working day. The Daily Standup Report is a maximum 1 sentence of summation of the prior day's events, and a maximum 1 sentence summation of the current day's itinerary.

Daily Synchronicity

Daily Synchronicity is the engineer's daily commitment to Synchronous Time. ST is a 4 hour block where any work related direct dialogue need will be prioritized over working material production and programming. ST occurs in Discord each working day, and will occur from 8am PST to 12pm PST (mirroring department management's TZ). ST is intended to bridge the remote gap by having a declared time where anyone may drop in with dialogue needs as if the department is in the cubicle over. ST differs from Asynchronous Time, or AT, as guaranteed instant response shifts to response by end of next working day (excluding emergency situations).