Journal 1

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Scrum Master Journal 1

I plan to execute the various scrum ceremonies such as sprint planning, daily standups, backlog grooming, and sprint retrospective by first creating a daily agenda that will provide a schedule for each meeting.

For sprint planning, firstly I would start the team with emerging a set of committed stories that will be realistically delivered by the end of the first sprint. The sprints would be a weeklong since the project is to be completed in under five weeks.

The second part of sprint planning is breaking down the stories into tasks and identifying whether team members have signed up for too many or too few tasks. The output will be the spring backlog, which is a list of committed stories and their associated tasks. The product owner will be available for the first half of the meeting and should be available for any guidance in terms of the stories.

The daily standups will be brief in nature (about fifteen minutes) and will happen at the beginning of each day of the sprint, aside from the very first day. Each participant will quickly share what they have completed, what needs to be done by the next daily scrum, and any obstacles that they’ve come upon.

Backlog grooming will occur on the third day of the sprint, at the end of the day. That way, the team will be able to identify key tasks that indefinitely need to be finished by the end of the sprint.

Sprint retrospective will be complete at the end of each sprint on the fifth day, at the end of the day. The sprint retrospective should last about an hour to two hours long, where the team will focus on what was learned and gained during the sprint and how to adapt and improve for the next sprint. The retrospective will identify one or two strategic changes to make for the next sprint.

The scrum ceremonies are important because they provide checkpoints for the development team to work off. This way, the team can constantly adapt and implement different ways to improve the process, which should be ongoing. The team will also be in constant communication with each other, that way the team will always be on the same page and can keep track of one another.

I would want the team to gain perspective from each other by going over what needs to be done and what is already done, that way if someone is finished with all of their tasks for a sprint, they will be able to provide help with other stories. The ceremonies will also set the pace for everyone, as they will be able to keep track of each other’s work pace.

I would ensure the ceremonies achieved the necessary goals by ensuring the tasks on the backlog are completed in a timely manner and that each team member is taking initiative on their stories and tasks.