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# CS 250 2 - 5 Journal

As the Scrum Master for the SNHU Travel project, I would carefully consider the execution of various Scrum events and their significance, ensuring that they are conducted effectively to achieve the project's goals and to capture the client’s needs.

**Sprint Planning:**

Before the Sprint Planning meeting, I would ensure that the product backlog is prioritized and the items for discussion are well-understood by the Product Owner. I would schedule a time proportionate session based on the length of the Sprint, with clear agendas that will be defining the sprint goals and selecting backlog items to achieve these goals. During the meeting, I will encourage full team participation in breaking down the backlog items into tasks and estimating the effort needed. These steps are crucial to align the team on the objectives for the upcoming sprint, to encourage a collaborative atmosphere where each team member has a clear understanding of what needs to be done, and ensure that the team feels confident about the workload.

**Daily Scrums:**

I would hold the daily scrum at the same time and place every day and to keep the meeting length at 15 minutes. During the meeting, I would ensure that discussions are concise and to the point. These practices are essential for productivity for they help create a rhythm for the team, identify and address any roadblocks quickly, and keep the team focused on what each member has accomplished, and plans to accomplish.

**Backlog Refinement:**

I would set a regular schedule for backlog grooming, ensuring ongoing refinement. During these sessions, I would ensure that both the development team and the Product Owner actively participate to make sure that the backlog remains prioritized among the latest project insights and learnings, clarify any questions, and make sure that notes are ready for future sprints. These steps are crucial to validate the acceptance criteria with the Product Owner and the team, and encourage everyone to ask questions and contribute.

**Sprint Review:**

I would arrange a demo of the increment built during the Sprint and invite the client to provide feedback. This event is essential to review and adapt the product being developed, foster a transparent environment where client can see progress and provide input, prepare the team to present their work effectively, all while ensuring that the feedback is recorded and prioritized for future sprints.

**Sprint Retrospective:**

I would create a safe, open environment for the team to express their thoughts and use a structured format to discuss what went well, what didn't go well, and what could be improved. These practices are imperative in order to reflect on the sprint process and identify areas for improvement, document action items that come out of the retrospective and then follow up on them in the next sprint, and encourage each team member to engage in the conversation and take ownership for their contributions.

In all these events, it's important to remember that the heart of agile is “individuals and interactions over processes and tools.” Therefore, while I would put a system in place to execute these events effectively, I would also focus on all of the people involved – encouraging healthy communication and collaboration, all while creating and maintaining an environment where the team can perform at their best potential.