**Scrum Master Journal**

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My team will be working on the SNHU travel project and I have been tasked with being the Scrum master. This will consist of several topics of interesting consisting of sprint planning, daily scrums, backlog refinement, sprint review, and sprint retrospective. I will provide the information needed for how I tackle each of these topics.

For the sprint planning portion, I would make sure to gather the team together and address the number of stories that could be accomplished before the end of the sprint. Based on past work experience and the knowledge base of my team would allow me to get an adequate understanding of how much I could push. This will change based on each iteration. The daily scrums will take place each day at 9 am and be held for 15 minutes maximum to not disrupt workflow. Each person will stand up when presenting the answers to what has been accomplished, what will be accomplished, and if any problems are holding them back from their work. This will be done with me over-looking the meeting but will be handled mainly by the development team. It will allow me to understand where we are and how I can help things move along smoothly. The backlog refinement will involve me and the product owner discussing what items will take priority based on business needs. Timelines and what the end goal will be considered heavily as these items must be realistic and be able to be accomplished within each sprint. This may involve creating more items by separating some of them into multiple pieces. The backlog is an agenda but must also be manageable throughout each sprint otherwise it could cause items of priority to be missed. The sprint review will take place after each sprint and be a time where the team members will come together with the product owner to review the completion of the items that were meant to be completed and to find final approval of items. This would also be a time if any items were not completed to be extended as well as discovering any additional potential roadblocks.

I will take time to give guidance to my team on how to empower themselves as individuals and guide the goals that they need to accomplish. I want them to be able to express their minds and really take ownership over the work they are accomplishing. Another important concept is stressing openness and teamwork as challenges will be constantly arising as the backlog is filled and may need to require specific expertise which some may have over others. Throughout the sprints, I will also stay in constant communication with my development team to discuss any obstacles in these items that may be arising to do everything I can to clear that hurdle. If I’m unable to clear that obstacle, I would meet with the scrum master immediately to refine the backlog item or break it down into a more manageable goal.

References

Simplilearn. (2024, March 21). *Everything you need to know about becoming an agile scrum master*. Simplilearn.com. https://www.simplilearn.com/everything-you-need-to-know-about-becoming-agile-scrum-master-article

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