

User Stories

Features, Data Collection tools, Reports, Analysis, Ops Stories, `etc.

·Collected in Trello

·Story Points

oEstimation of effort (1, 2, 3, 5, 8,13, 21, etc.)

oTeam members independently assign a number

oFinal assignment must be unanimous

·Ideally every User Story can become something publishable (poster, paper, section in a paper)

Swarm

Teamsswarmto fix emergencies or resolve difficult problems

How to start a Swarm

1.Notify Scrum Master (Robert)

2.Define problem

3.Call for swarm on Slack

4.Decisions, delegations, problem solving

5.Once resolved, post-mortem meeting (cause, fix, prevention)

Minor Tasks

Minor issues that do not require a User Story or Trello

·Collected in Slack (#sphsoutcomes-todo)

·Addressed during Tuesday Tasks Party

The User Story Format

1. Title

a.x story points

2.Description

a.As a.....*type of user*

b.I want to...*take this action*

c.So that.....*I get this benefit*

3.Checklist

a.Action items

b.Card is done when all are marked complete

All work is either a**User Story**or a**Minor Task**

Monday

Data Engineer Workshop
Daily Stand-Up Huddle
Post-mortem
Discovery Block

Tuesday

Sprint Planning Meeting
Mid-sprint: regular huddle

Wednesday

Daily Stand-Up Huddle

Thursday

Daily Stand-Up Huddle

Friday

Daily Stand-Up Huddle
Discovery Block