

# Sprint 1 Process

## Overview

Agile development methods provide a way for developers to be reactive to changing needs in a project. Scrum process, and in particular Sprints, are one way that a team can identify, prioritise and produce work for a single iteration. In this task we will hold a meeting where we make new decisions needed to adopt an agile Scrum process using a simple Sprint time-box of activity.

**Purpose:** To experience the value of an agile scrum development approach using a Sprint of activity to deliver a working iteration of the project.

**Tasks:** As a team, have a meeting using the specified process, to make decisions and actions as required, and to prepare and begin work using a Scrum Sprint process. **You have to do unit testing in this sprint.**

**Time:** Course teacher will inform.  
You will need to document your involvement in the meeting, and the actions you perform and submit this as report. Note that your sprint activity will be documented after you have performed a sprint retrospective.

**Resources:** See the lecture notes and online resources for more details about common Sprint activities.

## Submission Details and Assessment Criteria

You should create a personal (unique) document that shows your involvement in the meeting this week, any actions you perform as a result.

## Instructions

Check the following activities.

### Prepare Trello and Slack for Sprint (Today)

Now that you have had your meeting, and agreed on what needs to be done, there are several things that need to be done today so that the team can get the work done using the **Sprint process**. (You should already be aware of this from the meeting you just had!)

### Sprint Backlog Agreement from Project Owner (Today)

Get all the needed project tasks into the Trello project backlog, in the format needed. Pre-select what you think should be in the Sprint backlog, ready for your discussion with the project owner. Meeting with the project owner, adapt the sprint backlog based on their feedback.

## Do the Sprint! (This Week)

Recall that Scrum has:

- Y three roles (project owner, scrum master, scrum team member),
- Y three artefacts (project backlog, sprint backlog, burndown chart/trello board), and
- Y three ceremonies (sprint planning, daily scrum, sprint retrospective).

We will only get to do some of these due to limited time and scope.

Today your team will create the **project backlog** and the **sprint 1 backlog** but not a burndownchart (yet). There are tools to create burndown tasks (from Trello), but they are not required for this task this week.

Today you will create the do the sprint planning, possibly do a daily scrum (if you have time today, or in your own time with the team, or at the start of the next lab). We will do a sprint retrospective in next week after showing the course teacher the result!

Keep in mind that our Sprint is a time-boxed duration of only 1 week. You have a limited resource of time within your team, and this week of activity is more about experience with the Sprint process ideas.






Sprints are designed to be a small “time-boxed” activity, and you should have a working product at the end of the sprint. You will be asked to present your working product to the course teacher in next week, and then to perform a sprint “retrospective”

## Checklists

Below are two checklists that your tutor will use to see if 1) you did what you should have done last week, and 2) that you have planned appropriately for the next week of work.

### Meeting Outcome Checklist

What should be done this week / sprint:

-  Action(s) to update the project Trello board ready for a Sprint process (project backlog, and sprint backlog columns)
-  Action(s) to create/update your team on slack so that you can see a log of Trello activities during the sprint process
-  Action(s) to update, add and convert any identified tasks to the project backlog
-  Action(s) to prioritise and estimate hours for all tasks in the project backlog
-  Action(s) perform two daily scrum meetings. (Each person should have a written set of points that they said, in particular blocking issue that was resolved.) Perform 1<sup>st</sup> daily scrum meeting each day during this sprint.