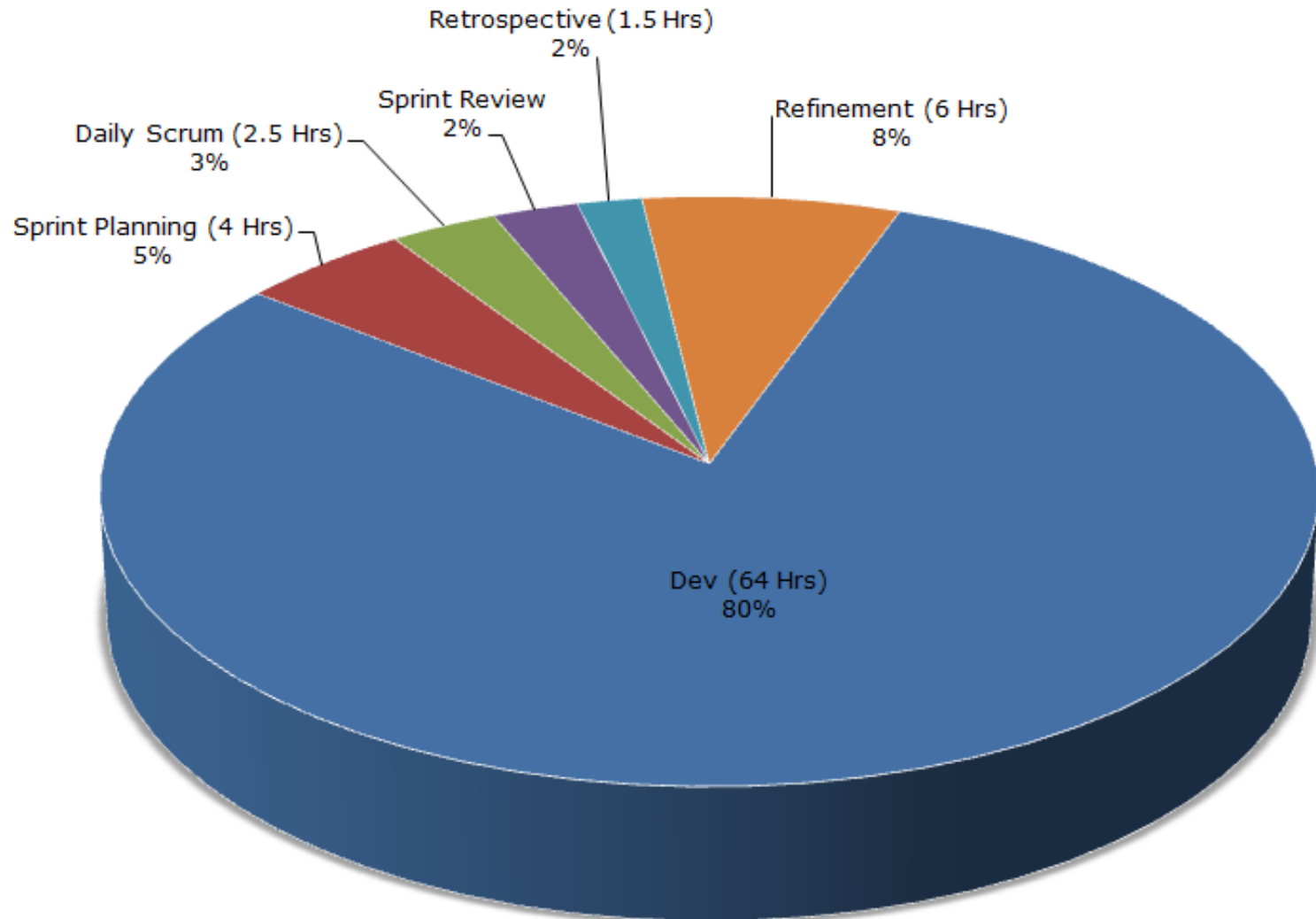




Calendar 2020

<https://agileanswer.org>

Too Many Meetings!



* Breakdown is based on 2-weeks Sprint, 40 hrs. work week for each Scrum Team member

Courage

The Scrum Team members have courage to do the right thing and work on tough problems

Openness

The Scrum Team and its stakeholders agree to be open about all the work and the challenges with performing the work

Scrum Values

Focus

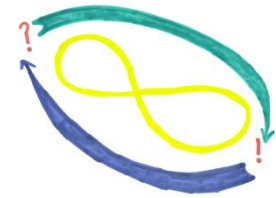
Everyone focuses on the work of the Sprint and the goals of the Scrum Team.

Respect

The Scrum Team members respect each other to be capable and independent people

Commitment

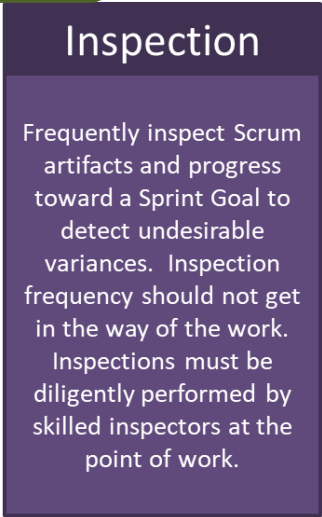
People personally commit to achieving the goals of the Scrum Team



Agile Answer

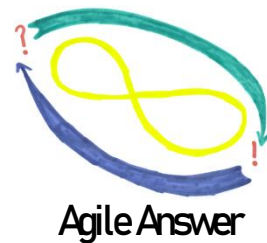
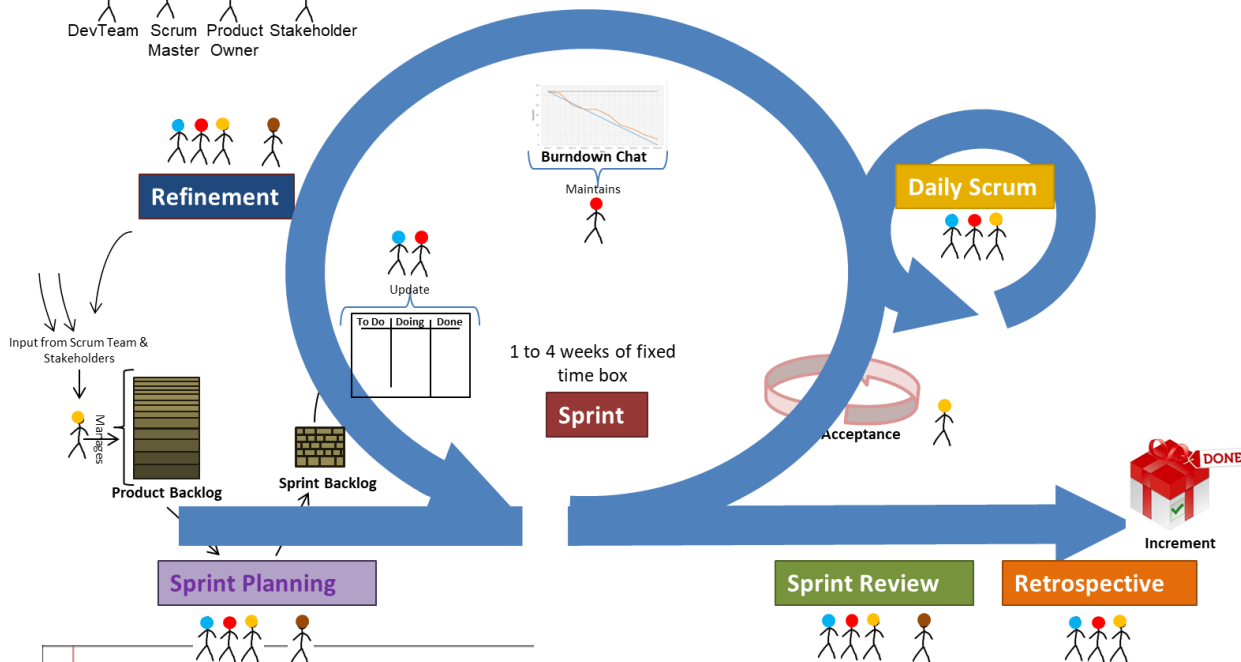
JANUARY 2020

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
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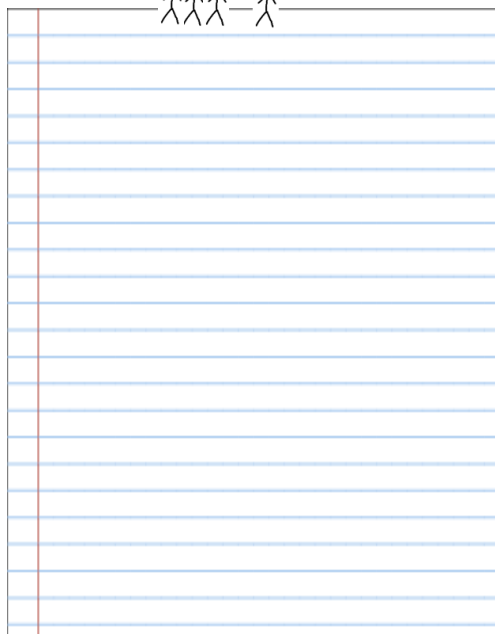


FEBRUARY 2020

DevTeam Scrum Master Product Stakeholder Owner



MARCH 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sprint Planning - Part 1

- ### 1. Duration:

- ☐
- 2 hours

2. Participants:

- ## ❑ Product Owner, Scrum Master, and the DevTeam

- ❑ SMEs may also join



3. Activities:

- ☐ PO speaks about Sprint Goal
- ☐ PO offers the story to the devTeam to be included in the current Sprint
- ☐ DevTeam accepts or decline the story on the basis of details of refinement level, Acceptance Criteria, and capacity available with devTeam
- ☐ DevTeam Estimate User Stories

4. Results:

- Sprint Backlog

Sprint Planning - Part 2

- ### 1. Duration:

- ☐
- 2 hours

2. Participants:

- ☐ Scrum Master and the Team
- ☐ Product Owner and SMEs may also join

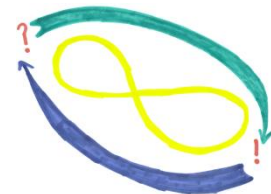


3. Activities:

- ❑ DevTeam do tasking on the User Stories
- ❑ PO answers queries by devTeam
- ❑ If required encourages devTeam to revisit the decisions taken in Part - 1

4. Results:

- ☐ Committed User Stories for the Sprint
- ☐ Sprint Backlog



Agile Answer

Sprint Planning Meeting

[illegible]

Meeting ☐ Sprint Backlog

APRIL 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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5	6	7	8	9	10	11
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<https://agileanswer.org>

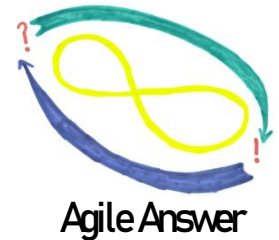
- ☐ 15 minutes
- ☐ Same place and duration every working day

❑ Product Owner, Scrum Master, and the Dev Team



- ☐ SM Organizes
- ☐ PO also speak about his day (details may not be in Sprint &/or Product Backlog)
- ☐ Each team member shares updates on PBI/User Stories/tasks
 - What I did yesterday to move toward Sprint Goal?
 - What I will do today to move toward Sprint Goal?
 - What are my impediments to achieve Sprint Goal?

- ☐ Information sharing
- ☐ Ask for help, if needed
- ☐ Subsequent discussions/meetings, if needed
- ☐ SM facilitates removal of impediments



MAY 2020

Daily Scrum

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

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1. Duration:

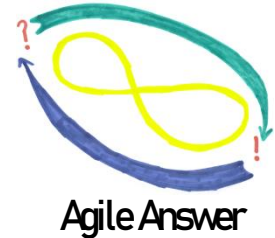
- ❑ 2 hour at end of the Sprint

2. Participants:

- ❑ Product Owner, Scrum Master, the DevTeam, and stakeholders

3. Activities:

- ☐ PO leads the meeting
- ☐ SM facilitates the meeting
- ☐ The devTeam demonstrates increment to participants
- ☐ The team discusses the workings of the Sprint
- ☐ The team collect feedback from stakeholders



4. Results:

- ☐ Feedback is received
- ☐ Product Backlog is updated
- ☐ Input for future Sprint Planning meeting

Sprint Review

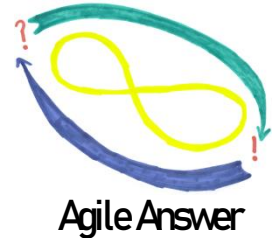
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	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

1. Duration:

- ❑ Typically 1 to 1.5 hour
- ❑ Last activity of a Sprint

2. Participants:

- ☐ Product Owner, Scrum Master, and the DevTeam
- ☐ It is a private meeting



3. Activities:

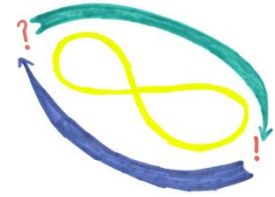
- ☐ Discussion on what went well, what went wrong, and what could be different
- ☐ Looking into a mirror

4. Results:

- ❑ Prioritized list of improvements

Retrospective

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
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Agile Answer

This is a template for a piece of lined paper. It features a series of evenly spaced horizontal blue lines across the page. A single vertical red line runs down the left side, creating a margin. The paper is otherwise blank, with no text or other markings.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Product Owner



Daily Scrum

- Answers three questions
- Help to remove impediments

- Help DevTeam to provide clarification
- Accept and/or reject stories
- Refine PBIs for future requirements
- Conduct Product Backlog Refinement sessions
- Accepts or rejects offered increments

Sprint

- Talk about offered stories
- Ensure team provides sprint commitment at the end of Sprint Planning session

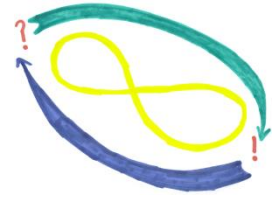
Sprint Planning

- Collect feedback from stakeholders
- Demonstrate Product Increment
- Reviews release progress

Sprint Review

- Reflect
- Make commitments for improvements

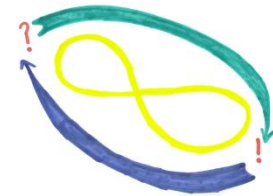
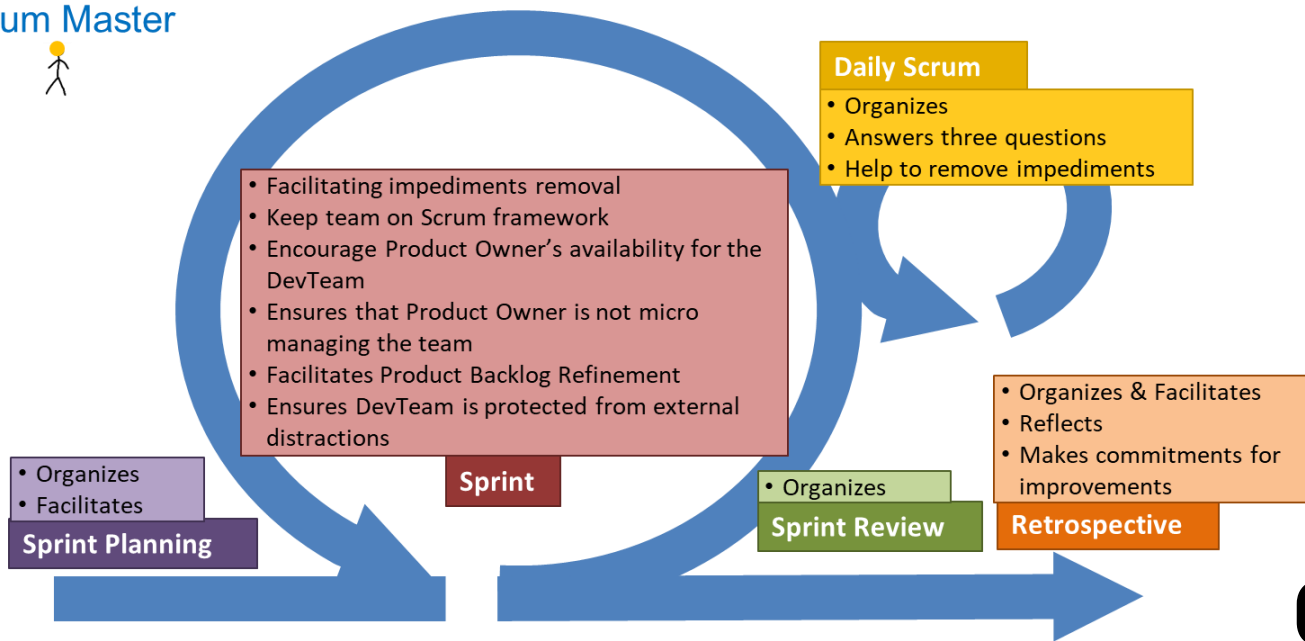
Retrospective



Agile Answer

SEPTEMBER 2020

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	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
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Agile Answer

OCTOBER 2020

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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	4	5	6	7	8	9	10
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	25	26	27	28	29	30	31



Piece of cake



5

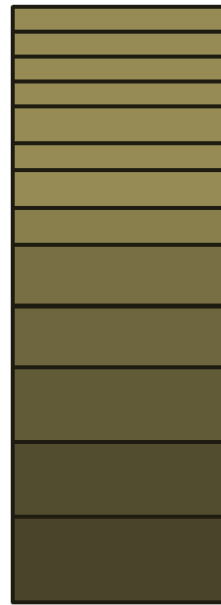
Stretch a little

Agile Answer

NOVEMBER 2020

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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	22	23	24	25	26	27	28
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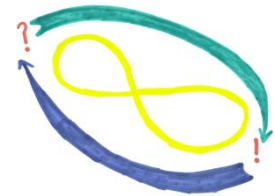
Business Requirements, Technical Requirements, Defects, Support Tasks/Activities, Knowledge Acquisition



Estimated, Small in size,
INVESTable

High Level Estimated, Still gaps
in understanding, immediate
target for refinement

Wish List, Coarse grain, Lots of gaps in understanding



Agile Answer

Product Backlog

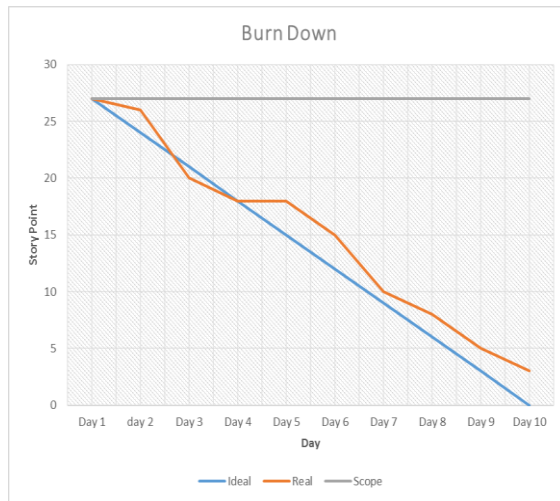
DECEMBER 2020

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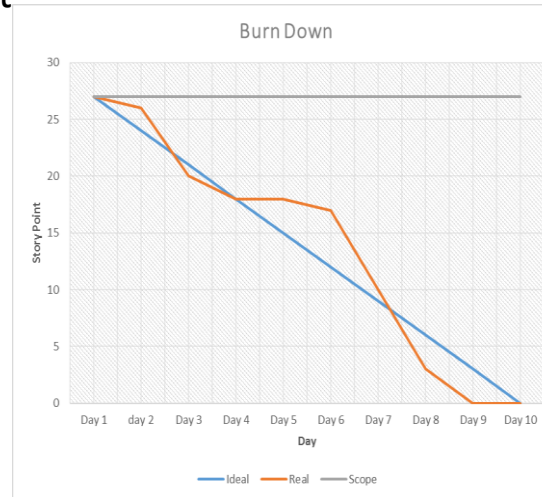
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20	21	22	23	24	25	26
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Burn Down Chart

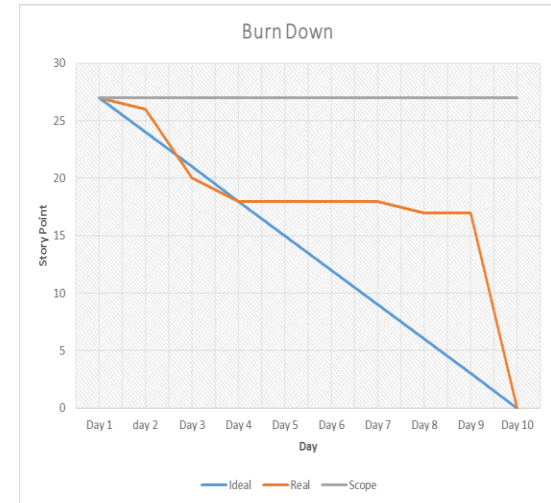
- A **Burn Down chart** is a graphical representation of work left to do versus time
- The outstanding work (or backlog) is often on the vertical axis, with time along the horizontal.
- Track how much work is left



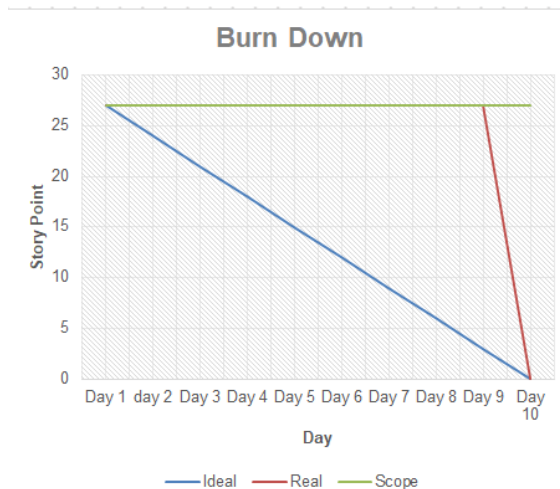
Sprint Commitment is NOT met



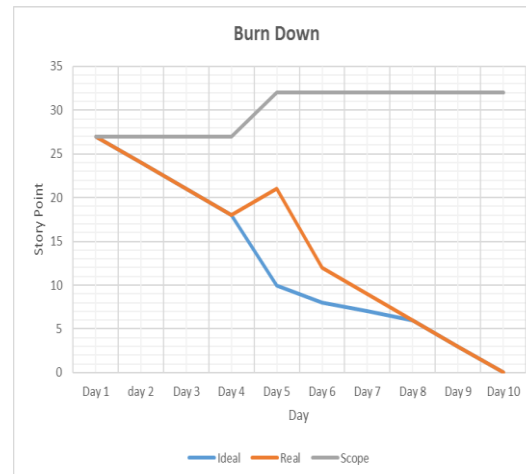
Sprint Commitment is met before end of Sprint



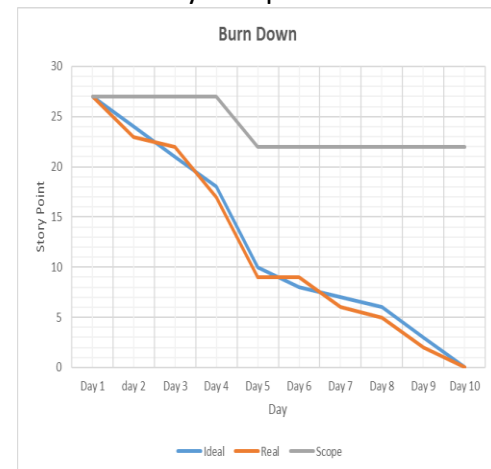
Team stretched at last of Sprint OR
Last day acceptance of stories



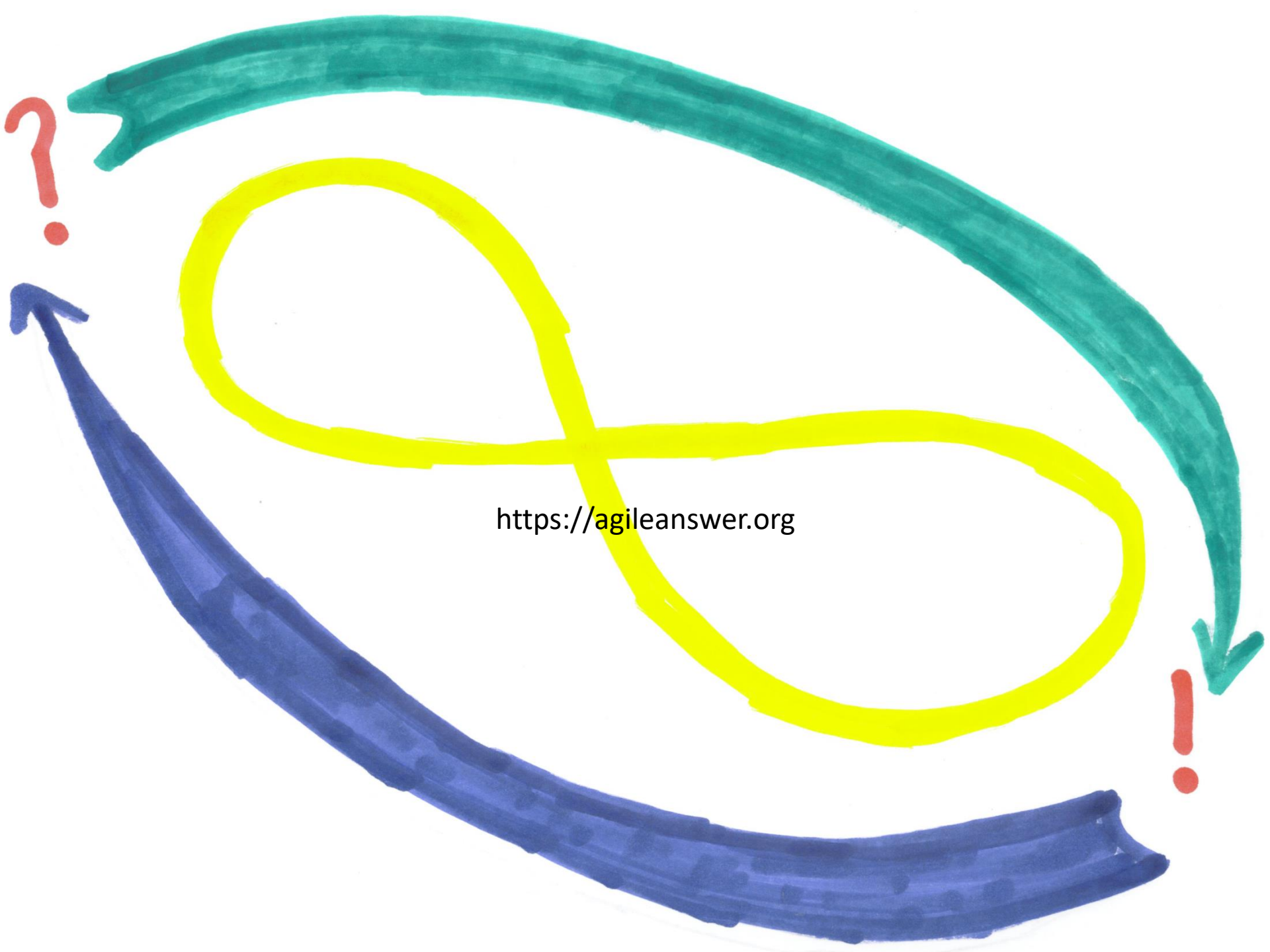
Last day acceptance of PBI



Scope added during Sprint



Scope reduced during Sprint



<https://agileanswer.org>