MINUTES
Scrum Master Forum

Conference Line: 877-810-9415
Participant Code: 7381685
Host: 9042728

Location:	744 P Street, Conference Room 1226	Time:	1:00 – 2:00 pm
Facilitator(s):	Cindy Blehm	Scribe:	Cindy Blehm

Purpose: This meeting is for meeting for CWDS Project Managers/Scrum Masters of all Service Teams to discuss processes, procedures, issues, concerns and needs.

	Invitees		P = Phone I = In Person		Support:
	Ken Shepard		Kwong, Justin		**Support:**
I	Tanniru, Sri		Newby, Shannon		Williamson, John
I	Humphrey, Joyce	P	Kelley, Colin	I	Bruns, Karen
I	Belcher, Denise	I	La, Wa	I	Blehm CIndy
	Harter-Shafer, Nicole		Do, Tuan		
P	Elzie, Leon				**Oversight:**
I	Triezenberg, Randy				John Heinlein
I	Chiuu, Christopher			I	Gale, Deborah
	Leung, Andy			I	De la Rosa, Yvonne

Meeting Notes

Scrum of Scrums (SOS)

- The first 15 minutes allowed the team to cross communicate about release dependencies in a stand up like format that keeps a team focused on the issues at hand.
- The Scrum of Scrums meeting will review two things each week:
  - Dependencies with other teams that may impact the release
  - Organizational Impediments (resource issues or impediments waiting for resolution with ELT or Executive Board)
- Over the next few weeks, the board outside room 1226 will be modified to include a 90-day release cycle timeline across the top, to allow service teams to track dependencies for a specific time period. Stay tuned!

Sprint Planning for Scrum Masters

- Karen Bruns worked with the team on an exercise for Sprint Review to help train the scrum masters on providing the right level of depth and breadth for sprint reviews. Teams can start scheduling their Sprint Reviews ASAP!

> Tip: Teams can cancel their daily stand-up on the n day of the sprint (covered by Sprint Review the day before) and can also cancel the daily stand-up on the 1st day following Sprint Planning (because they haven't started working on the sprint yet!).

- Sprint Review Workflow Steps:
  https://osicagov.sharepoint.com/sites/projects/CWS-NS/_layouts/15/DocIdRedir.aspx?ID=PROJ-905520872-21
- Sprint Review Presentation Template:
  https://osicagov.sharepoint.com/sites/projects/CWS-NS/_layouts/15/DocIdRedir.aspx?ID=PROJ-905520872-24
- Impediments Template
  https://osicagov.sharepoint.com/sites/projects/CWS-NS/_layouts/15/DocIdRedir.aspx?ID=PROJ-905520872-23

NEW Action Items

	Action Item	Lead	Due	Status/Date
1.	Schedule future training on how to record a Sprint Review via LYNC	PMO	04/30/2016	04/12: New action item – need to also make sure we have enough space on the system to store the recordings.
2.	Talk to Chad about designating a specific spot on each service teams SharePoint site for the storage of Sprint Review recordings and presentations.	Chad Cindy	04/30/2016	04/12: New action item.
3.	Provide additional training on Identifying, tracking and resolving Impediments at a Thursday Training Session.	Ken	04/28/2016	04/12: New action item. 04/13: Scheduled for April 28. Completed

OPEN Action Items			
Action Item	**Lead**	**Due**	**Status/Date**
1. Service Teams need to bring any open communication needs to the Scrum of Scrum Meetings that may require external communication to the Legislature or the counties or require a Communication Blast.	All Scrum Masters	On-Going	01/26: On-going agenda item.
2. Each Scrum Master needs to start scheduling their Sprint Reviews so everyone on the project is aware of what the outcomes of each service team are.	Scrum Masters	On-Going	02/16: New Action Item.

COMPLETED Action Items			
Action Item	**Lead**	**Due**	**Status/Date**
1. Schedule a separate Sprint review meeting for the project.	Karen Bruns	03-15-2016	02/16: New action item. When the new Agile Coach comes on board, the PMO will work with her to start scheduling a recurring weekly meeting for sprint reviews to share outcomes with other teams and determine process improvements. 02/23: Agile Coach started today! 04/12: Scheduled for today - completed

Next Meeting Date:	**Tuesday, April 19, 2016**