MINUTES
Scrum Master Forum

CWS New System Project

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

Meeting Notes

Scrum of Scrums (SOS)

- Demo'd the new Dependency Wall to everyone and the Dependency Identification forms.
- Initiating Team → the team that has a dependency
- Resolving Team → the team that needs to resolve the dependency for the Initiating Team
- Timeframe → Over a three-month period, identified the month and sprint the dependency must be resolved by

Team Discussion:

- **Licensing** – Currently in sprint 0 developing a product backlog in preparation for starting to scrum soon but we need to know where we post documents, the process for developing content and storing it, etc. Need the Licensing team to have laptops now as we have an impediment with moving around to different locations – can we get a disposition to get the 7 laptops earlier than the planned move? Impediment using LYNC if you are not DSS.
- **Contract and Procurement** – Working with Intake Implementation team to get RFP out on the street and reviewed with partner agencies Licensing team is waiting for decision to be made by the Executive Board on the procurement vehicle.
- **Policy** – Working on three outstanding policy analysis requests from Intake. Identifying outstanding work with other teams to resolve policy needs. Reviewing Senate and Assembly bills that might impact policy, where we might need to put a story on another team's icebox. Gave the Licensing team access to the Policy Log.
- **Implementation** – Working on the Intake Implementations RFP. Developing screen shot documents that will go with the Intake user stories. Initial Training Plan drafted. Looking at how our team will work with Intake once software development starts. We have a lot of things in our backlog (from January) that really need to be assigned to another team, but they may not have started yet.
- **Project Management Office** – Need to have training and standards established for GitHub. Lack of direction is causing issues before we start posting documents on the new tool.

NEW Action Items			
Action Item	**Lead**	**Due**	**Status/Date**
1. Find out how to resolve issue of DSS staff not having access to set up meetings on LYNC and record audio for sprint reviews.	TBD	ASAP	04/19: New action item – this is impacting the Licensing team currently.

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.
3. 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. 04/19: Need to work through the issue – may be resolved when we are all on the same network in the new building.
4. 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.

COMPLETED Action Items			
Action Item	**Lead**	**Due**	**Status/Date**
1. 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

Next Meeting Date:	**Tuesday, April 26, 2016** We will review the outcomes of the Day in the Life exercise