

CREATE A DOCUMENT TO DO SPRINT PLANNING

➤ *Why we need to do sprint planning?*

- Sprint planning is to define what can be delivered in the sprint and how that work will be achieved.

Example:



We have question three in ask:

WHAT?

The Goal - What is expected to be delivered in the sprint (i.e) the list of backlog items that we should deliver within the sprint will be identified here.

HOW?

The Plan - How we deliver the selected backlog items will be planned here, what strategy to follow, which item should be taken on priority, what dependencies to be fixed to start the sprint, etc. Will be discussed and planned here.

WHO?

The Team - Who is responsible for each item, are we having enough team capacity, availability of team members during the sprint, and backup plans in the absence of team members will be finalized here

- Why do we need to do a stand-up meeting?
- Stand-up meetings are quick sessions that last 15 minutes or less. Their main agenda is to get daily updates on team members' progress, plans, and obstacles.

We have questions to ask in team:

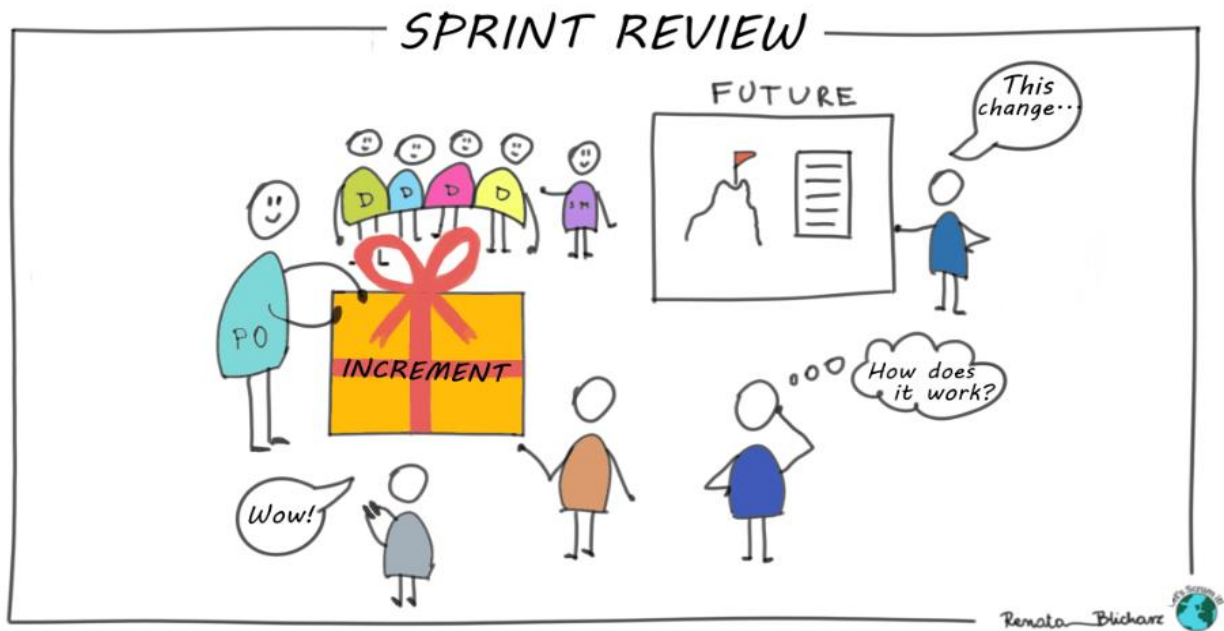


- Why we need to do sprint retrospective?
- Sprint Retrospective is to identify potential pitfalls and mistakes, evaluate the past working cycle, and define actions that may improve things.

We have questions to ask in team:

- What are you doing well?
- What should we change?
- How should we solution?
- Why we need to do sprint review?
- Sprint review enables the team to collect feedback on the work items that have been completed during a sprint.

Example:



Its purpose is :

1. To know how far we have come.
2. Can we do it or do we need help?

We do a review a previous the retrospective.

- Why we need to separate project in to sprint?
- project into sprint is to divide each task into smaller pieces to make it easier to make.

