

Sprint Ceremonies (Obsolete)

This page is to document the agreed time-box of each meeting.

| | Day/Time | Attendees | What do we get? |
|--|--|---|--|
| Sprint Planning | Tue 10.30am-11.30am bi-weekly starting 30 June | Four, Aur, Em, Ko (optional), Bas (optional), Julian, Toby, Team | To understand what to achieve within the sprint |
| Prepare before Backlog for Refine | Ad-hoc meeting | K'Beam, K'Pink, K'Kuk, Four, Em, Ko, Bas | Well-shaped User Story with detailed AC |
| Refinement (optional) | Wed 10.30am-12.00pm bi-weekly starting 24 June | Four, Aur (optional), Em, Ko (optional), Bas (optional), Julian, Toby, Team | Same understanding Estimation (Points), Julian's Guideline |
| Demo | Mon 3pm-4pm bi-weekly starting 29 June | K'Beam, K'Pink, K'Kuk, Four, Aur, Em, Ko (optional), Bas (optional), Julian, Toby, Team, Cho (optional), Timmy (optional), Gun (optional) | To show the developed features/ functionalities that are good to let 7-11 UAT |
| Retro | Mon 4pm-5pm bi-weekly stating 29 June | Four, Aur, Em, Ko (optional), Bas (optional), Julian, Toby, Team | team discussion on when has happened and idea sharing for improvement opportunities within the team |
| Daily Stand-up | no later than 10.30am | Toby, Team | via Slack channel |
| Weekly Progress | Thurs 2pm-3pm Weekly | Beam, Kam, Kuk, Timmy, Gun | Discussion on the progress, Integration team Demo, Risk & Issue resolution discussion, other discussion if any |