

### Stand-up

| Item     | Notes  |
|----------|--|
| Duration | 15 min   |
| Time     | <b>Everyday at 11am</b>  |
| Venue    | Physical, in a room ( <i>google meet if someone wfh</i> )<br><br>To join the video meeting, click this link:<br><a href="https://meet.google.com/hgy-srgm-rus">https://meet.google.com/hgy-srgm-rus</a><br><br>Otherwise, to join by phone, dial +1 585-371-8346 and enter this PIN: 825 129 175#<br><br>To view more phone numbers, click this link:<br><a href="https://tel.meet/hgy-srgm-rus?hs=5">https://tel.meet/hgy-srgm-rus?hs=5</a> |
| Agenda   | <ul style="list-style-type: none"><li>• Update progress based on yesterday's plan,</li><li>• Discuss any blockers (feature that cannot work properly),</li><li>• What is the plan for today</li></ul>  |

### Sprint duration

- 1 week, each sprint roughly 5-8 points (Wed~Wed)

## Story Points Estimation Cheat Sheet

| How much is known about the task | Everything        | Almost everything | Something      | Almost nothing | Nothing  | Nothing                                       |
|----------------------------------|-------------------|-------------------|----------------|----------------|--|---|
| Dependencies                     | None              | Almost none       | Some           | Few            | More than few                                  | Unknown                                       |
| How much work effort             | Less than 2 hours | Half a day        | Up to two days | Few days       | Around a week                                  | More than one week                            |
| Story Points                     | <b>1</b>          | <b>2</b>          | <b>3</b>       | <b>5</b>       | <b>8</b><br>Should be split into smaller items | <b>13</b><br>Must be split into smaller items |

## Sprint review & planning

| Item     | Notes   |
|----------|---|
| Duration | 1 hr  |
| Time     | At the end of each sprint, on <b>Wednesday 11am~12pm</b>  |
| Venue    | <p>Physical, in a room (<i>google meet if someone wfh</i>)</p> <p>To join the video meeting, click this link:<br/><a href="https://meet.google.com/hgy-srgm-rus">https://meet.google.com/hgy-srgm-rus</a></p> <p>Otherwise, to join by phone, dial +1 585-371-8346 and enter this PIN: 825 129 175#</p> <p>To view more phone numbers, click this link:<br/><a href="https://tel.meet/hgy-srgm-rus?hs=5">https://tel.meet/hgy-srgm-rus?hs=5</a></p>   |
| Agenda   | <ul style="list-style-type: none"><li>• Make a sprint forecast, outlining how much work we can complete from the product backlog.</li><li>• Discuss and prioritize the backlog for the upcoming sprint.</li><li>• Estimate the effort required for each backlog item and plan the work for the upcoming sprint.</li><li>• Identify any incomplete tasks or backlog items</li><li>• Team members showcase completed work or features achieved during the sprint.</li><li>• Review the progress of the sprint.</li><li>• Get immediate feedback from project stakeholders</li></ul> |

## Sprint retro

| Item     | Notes   |
|----------|---|
| Duration | 45 min  |
| Time     | At the end of each sprint, on <b>Tuesday 4pm~4.45pm</b>   |
| Venue    | <p>Physical, in a room (<i>google meet if someone wfh</i>)</p> <p>To join the video meeting, click this link:<br/><a href="https://meet.google.com/hgy-srgm-rus">https://meet.google.com/hgy-srgm-rus</a></p> <p>Otherwise, to join by phone, dial +1 585-371-8346 and enter this PIN: 825 129 175#</p> <p>To view more phone numbers, click this link:<br/><a href="https://tel.meet/hgy-srgm-rus?hs=5">https://tel.meet/hgy-srgm-rus?hs=5</a></p> |
| Agenda   | <ul style="list-style-type: none"><li>● Reflect on what went well during the sprint and areas that need improvement.</li><li>● Analyze and discuss the root causes of any challenges or obstacles faced.</li><li>● What will we commit to improve in the next Sprint</li></ul>  |