Scrum Master Journal

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Software Development Lifecycle

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If I were the Scrum Master, I would plan out my scrum ceremonies much like mine does at my job. A Scrum Master is a facilitator for the scrum team so they may set up many of the meetings/ceremonies. I would work with the PO to create some initial stories. This will allow the team to come to sprint planning, look at the priority the PO has set up, it will allow the team to review the tasks and point them out if needed. I would help the team with pointing stories and make sure they use good judgement when picking stories to bring into the upcoming sprint. As for Daily Scrums I would set up a 15-minute, reoccurring meeting in the morning for the team so we can all give updates towards the sprint goal. This would give me an opportunity to look for any impediments the team may have and help if I can. I will also facilitate this so everyone gives an update in the 15 minutes we have. I will allow for parking lot conversations after the stand-up meeting is concluded. I will work with the PO to set up additional refinement meetings that include the team. This gives the team and PO time to ask questions and better understand the ask of the business. I will use this as an opportunity to take additional agenda items to help the team meet the sprint goal. I will also provide guidance in this meeting as I can. I will set up the sprint review meeting near the end of the sprint. This meeting will include key stakeholders, the team, and perhaps other members of IT to see what new features we implemented over the course of the last sprint. In this meeting I will introduce the team and allow them to demonstrate their changes to the stakeholders. The Sprint Retrospective meeting will come after the review. This will allow the team to discuss any issues and celebrate successes from their sprint. This meeting should provide me with some action items to help the team going forward. This will also allow the team to provide some constructive criticism of each other and I will do my best to facilitate this and make sure everyone leaves feeling good. Personally, in my career I have seen some retrospective meetings get very heated between specific individuals and my goal would be to make sure that doesn’t happen.

I think these events are important since we are working in smaller increments to deliver small chunks of functionality. We have not planned a year out so we must meet commonly to react to changes from the business. These different ceremonies are essential to provide order and help keep the team on task. Since we work in smaller increments it also allows the business to provide feedback to the team. If there are any issues, they will not need to derail their entire project to make up for something that was perceived incorrectly. The team would be able to take that feedback and put it at the top of the backlog to be worked in the next sprint to make sure they get it right. Members of the team may be able to see that someone else is struggling and offer help, this also could be true to the scrum master so they can help the team out.

I want the team to gain a sense of structure and support from these meetings. The team spends more time together than they do with their family at home. Ideally, I’d like them to think of each other as friends who can work together well. Consistently talking provides a sense of familiarity between people. This will help provide a sense of trust between team members. The bond formed between the teams will allow them to work together well and provide quality work. If someone is stuck someone else should be willing to help them so we can all meet the sprint goal and succeed as a team.

I would ensure the events achieve the above-mentioned goals by working with the team to create a working agreement that sets us up for success. Things that say we respect each other, regarding each other's time, feelings, and providing constructive criticism. Respecting each other’s time also includes showing up to all events on time with some exceptions. We will be a great working team because we will consider how everyone feels about something and work issues that may arise out. Constructive criticism works as a polite way of telling people how they can grow. Being blunt may not have a positive effect on the team. If everyone reinforces a positive approach it will make the bond that holds the team together even better. There are more things that could be included in a working agreement but that is how I would make these meetings work considering the team is going to be the ones working together.