

Scrum Meeting Checklist

Release Planning

Purpose: Establish a plan and goals that the overall Release that the Team and organization can understand and communicate.

Frequency: First day of each Release

Length: 4 - 8 hours

Attendees:

- Development Team
- Scrum Master
- Product Owner
- Key stakeholders

Meeting Preparation:

- Product Vision Defined
- Product Backlog
- Architecture Principles
- Team Working Agreement

Meeting Moderation:

- Product Manager explains the Release goal to the team
- Agree Team Working Agreement
- Define Definition of Done
- Backlog Sizing
 - Owner for each Backlog Item
 - Conditions of Satisfaction for each Backlog Item
 - Assess technical risk for each Backlog item
 - Spilt large items
 - Estimate Backlog items
- Select Iteration length
- Estimate Capacity
- Prioritize Backlog items
- Agree Scope
- Release plan and date determined

Meeting Output:

- Updated Release plan
- Prioritized Product Backlog visible to everyone
- Probable delivery date and cost
- Major risks identified
- Spike technical unknowns
- Release Goal identified and visible
- Definition of Done
- Definition of Ready
- ★ Update Release Board (Visual Control)

Sprint Planning

Purpose: Confirm what will be included within the iteration and how the team will build the functionality.

Frequency: First day of each Sprint

Length: 2 - 4 hours

Attendees:

- Development Team
- Scrum Master
- Product Owner
- Subject Matter Expert (SME)

Meeting Preparation:

- Product Backlog is visible and accessible to all team members
- Product Backlog has been Groomed and Prioritized
- Backlog Items for Sprint meet Definition of Ready
- Meeting time boxed

Meeting Moderation:

- ★ Team should always have final say when it comes to estimating
- ★ Dependencies should be minimized
- ★ Encourage design discussions before work is estimated
- ★ Part 1: What will be Done this Sprint?
 - Product Owner selects Product Backlog Items for inclusion
 - Team commits to a well defined Sprint goal
 - Team establish their time commitment and capacity (hours) for the Sprint
 - Team members understand definition of selected Backlog Item
- ★ Part 2: How will the chosen work get Done?
 - Team design and define tasks for each Backlog item
 - Learning new technology
 - Coding
 - Testing
 - Peer Review
 - Documentation
 - Team estimate each task (typically in Ideal hours)
 - Team commit to the workload
 - Review Sprint Capacity and update remaining hours
 - Product Owner agrees to work that will be completed
 - Rolling Planning, review up and coming Backlog Items for Grooming

Meeting Output:

- Sprint Goal and Backlog are visible to everyone
- Sprint Backlog including:
 - Tasks
 - Task Estimates
- Sprint Burndown Chart
- Product Backlog Items selected for Grooming

Daily Scrum (Daily Stand Up)

Purpose: Standing meeting for Development Team to synchronize activities and create a plan for the next 24 hours. The meeting highlights and promotes quick decision making and improves everyone's level of project knowledge.

Frequency: Daily (During Sprint)

Length: 15 Minutes

Attendees:

- Development Team
- Scrum Master
- Product Owner (Optional)

Meeting Preparation:

- Tasks on the Sprint Backlog have been updated
- No distractions

Meeting Moderation:

- ★ Meeting is time boxed to 15 minutes
- ★ Held each day at the same place and time throughout Iteration
- ★ Meeting ideally held by team board
- ★ No interruptions are allowed
- ★ Not a status meeting
- ★ Halt off-topic conversations quickly
- ★ Use a speaking token to control flow
- ★ Every team member answers the following 3 questions
 - 1. What have you done since the last meeting?
 - Move task from in-progress to done
 - 2. What will you do before the next meeting?
 - Add task if it is not on the Sprint Backlog
 - Move task from 'Sprint Backlog' to 'In-Progress'
 - State estimated work remaining
 - If task is already 'In-Progress' ask if there is an Impediment
 - 3. What obstacles are in your way?
 - Listen for any implicit Impediment and make them explicit
 - Record Impediment
- Signal closure

Meeting Output:

- Summarize the follow-ups (what and when)
- Sprint Backlog and task progress updated
- Sprint Burn down chart is updated
- Update Impediment Backlog
- Arrange Additional Meetings
- Scrum of Scrums agenda items
- ★ Update Team Board (Visual Control)

Sprint Review Meeting

Purpose: Team to present to the Product Owner and key stakeholders functionality that was done during the Sprint.

Frequency: Last day of each Sprint

Length: 1 - 4 hours

Attendees:

- Product Owner
- Development Team
- Scrum Master
- Stakeholders

Meeting Preparation:

- ★ Team should spend no more than 1 hour preparing for the Sprint Review
- Working tested software complying to agreed Definition of Done
- Sprint Goal is visible to everyone
- Infrastructure prepared ready to demonstrate working software

Meeting Moderation:

- ★ Functionality that is not "Done" cannot be presented
- ★ Stakeholders can identify new functionality to be added to the Backlog
- Product Owner identifies any incomplete Backlog Items
- Product Owner moves and/or splits incomplete items into next Sprint or Product Backlog if not a priority
- Team and/or Product Owner demonstrate working software to Stakeholders
- Product Owner closes Sprint and accepts functionality delivered
- Review Product Backlog
- Review Velocity and likely Release completion date
- Scrum Master confirms location and date of the next Sprint review

Meeting Output:

- End of Sprint Summary
- Common understanding of Product state
- Final Acceptance of completed functionality
- Resolution of any incomplete Backlog items
- Product Backlog prepared for next Sprint
- Update Impediments Backlog
- Release Burndown Chart Updated
- ★ Update Team Board (Visual Control)

Retrospective

Purpose: Inspect how the last Sprint went in terms of people, relationships, process and tools.

Frequency: Last day of each Sprint (after Sprint Review)

Length: 1 - 2 hours

Attendees:

- Development Team
- Facilitator and/or Scrum Master
- Product Owner

Meeting Preparation:

- Accomplishments from previous Sprint
- Impediments Backlog
- Details of previous retrospective including agreed actions

Meeting Moderation:

- ★ Intended to focus on Process and people not the product
- ★ No uninvited guests are present
- 1. Set the stage
 - Establish goal and approach
 - Ensure that everybody speaks
 - Review actions from previous Retrospective
- 2. Gather data
- 3. Generate insights
- 4. Decide what to do
 - Team decide what problems they want to fix most
 - Team pick no more than three actions to be completed in next Sprint
- 5. Close

Meeting Output:

- Updated Impediments Backlog
- Updated Sprint Backlog
- Update Organizational Improvement Backlog
- Update Team Board and/or Working Agreement

Grooming the Product Backlog

Purpose: Ongoing process to ensure Backlog Items defined in sufficient detail, ready for Sprint Planning

Frequency: As appropriate (10% of Sprint)

Length: As required (10% of Sprint)

Attendees:

- Product Owner
- Appropriate Development Team members
- Scrum Master
- Subject Matter Expert (SME)

Meeting Preparation:

- Release Plan
- Prioritized Product Backlog
- Rolling Plan

Meeting Moderation:

- Team members understand definition of selected Backlog Item
- Detailed Analysis
- Define Acceptance Criteria
- Team relatively size Backlog Item
- Backlog Item complies with 'Definition of Ready'

Meeting Output:

- ★ Backlog Item small enough to fit into the next Sprint so can be transformed into a Product increment according to the 'Definition of Done'
- Product Backlog Item complies with 'Definition of Ready'
- Product Backlog Item sized appropriately
- Acceptance Criteria Defined for Product Backlog Item

General Meeting

Additional Checklist items for use within all Scrum Meetings

Meeting Preparation:

- Working Agreement established
- Meeting Purpose and Goal established
- Key participants are invited
- Agenda defined and published at least 24 hours in advance
- Meeting goal and agenda sent to each participant 24 hours in advance
- All resources are booked

Meeting Moderation:

- ★ Parking Lot to collect topics which are not part of the meeting agenda
- Review and analyze

Meeting Output:

- Meeting results and responsibilities in visible location for all to see

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