

Scrum Meeting Checklist

Release Planning

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

Frequency: Sprint 0/ First day of each Release
Length: 4 - 8 hours

Attendees:

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

Meeting Preparation:

- Product Vision Defined
- Agile Risk Assessment undertaken
- Estimate of team Velocity per Sprint
- Product Backlog
- Architecture Principles
- Team Working Agreement

Meeting Moderation:

- Product Owner 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 stories
 - Estimate Backlog items
- Select Sprint length
- Estimate velocity
- 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 Team 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:

- All team members
- Scrum Master
- Product Owner
- SME

Meeting Preparation:

- Product Backlog is visible and accessible to all team members
- Product Backlog has been Groomed and Prioritized
- Meeting time boxed
- COS have been determined

Meeting Moderation:

- ★ Team should always have final say when it comes to estimating
- ★ Dependencies should be minimized
- ★ Encourage design discussions before work is estimated
- Team commits to a well defined Sprint goal
- Team members understand definition of selected Backlog Item
- Team define tasks for each Backlog item
 - Learning new technology
 - Coding
 - Testing
 - Peer Review
 - Documentation
- Team estimate each task (typically in hours)
- Team commit to the workload
- Review Capacity
- Product Owner agrees to work that will be completed
- Rolling Planning

Meeting Output:

- Sprint Goal and Backlog are visible to everyone
- Sprint Backlog including:
 - Tasks
 - Acceptance Tests
 - Task Estimates
- Sprint Burndown Chart

Daily Scrum

Purpose: Standing meeting that facilitates team communication, eliminates other meetings, identifies and removes impediments to development that may impact Sprint goal, highlights and promotes quick decision making and improves everyone's level of project knowledge.

Frequency: Daily
Length: 15 Minutes

Attendees:

- All team Members (ensures team has the meeting)
- Scrum Master (responsible for conducting the meeting)
- 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 Iteration Backlog
 - Move task from Defined 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 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 Iteration

Length: 1 - 4 hours

Attendees:

- Product Owner
- All team members
- Scrum Master
- Stakeholders

Meeting Preparation:

- ★ Team should spend no more than 1 hour preparing for the Sprint Review
- Working tested software complying to agreed done criteria
- 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
- Team 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 Iteration
- 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

Length: 1 - 2 hours

Attendees:

- All team Members
- 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 team members
- Scrum Master
- SME

Meeting Preparation:

- Release Plan
- Prioritized Product Backlog
- Rolling Plan

Meeting Moderation:

- Split Epics
- Team members understand definition of selected Backlog Items
- Detailed Analysis
- Define COS and Acceptance Tests
- Team size Backlog Item

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
- Backlog Item complies with Definition of Ready
- Backlog Item sized appropriately
- COS Defined
- Acceptance Tests

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 analyse

Meeting Output:

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