



Sprint Planning Meeting



B. Lund. *Lunch*. Available: <http://www.lunchstriper.no>, <http://www.dagbladet.no/tegnserie/lunch/>

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Purpose: Planning what to do in the next Sprint (Iteration)

Sprint Planning Meeting

- The purpose with the **Sprint Planning** is to discuss and select the work items for the next Sprint.
- You select work items from the **Product Backlog** into the next **Sprint Backlog**.
- Make sure to set the Deadline for the next Sprint as well.
- We will use the **Azure DevOps** as our Project Tool. Here we will maintain the **Product Backlog** and the **Sprint Backlog**.

Product Backlog & Sprint Backlog

The screenshot displays the Visual Studio Online interface for a project named "ScrumTest". The top navigation bar includes "HOME", "CODE", "WORK", "BUILD", and "TEST". The "WORK" tab is active, and the "Backlogs" section is selected. The left sidebar shows a tree view with "Features" and "Backlog items" (selected). Under "Current", there are "Alpha", "Beta", "RC", and "RTM". Under "Future", there are "Beta", "RC", and "RTM".

The main area shows the "Backlog items" view. The "Backlog" tab is selected, and the "Board" view is active. The "Forecast" is set to "Off" and "Mapping" is "On". The "View" button is set to "Backlog items".

A "New" button is visible, along with "Create query", "Column options", and an email icon. A dropdown menu is open, showing "Type" set to "Product Backlog Item" and "Title" with an "Add" button.

The backlog items are listed in a table:

Order	Work Item Type	Title	State	Effort	Iteration Path
1	Product Backlo...	Backlog Item 1	New		ScrumTest\Alpha
2	Product Backlo...	Backlog Item 2	New		ScrumTest\Beta

The right sidebar shows the "Features" section with a "Title" field.

Sprint Backlog

HOME CODE **WORK** BUILD TEST

Backlog items Work items

Product Backlog

- Current
 - Sprint 1
- Future
 - Sprint 2
 - Sprint 3
 - Sprint 4
 - Sprint 5
 - Sprint 6

Backlog items


Backlog Board

New [Add] [Remove] Create Query Column Options [Email]

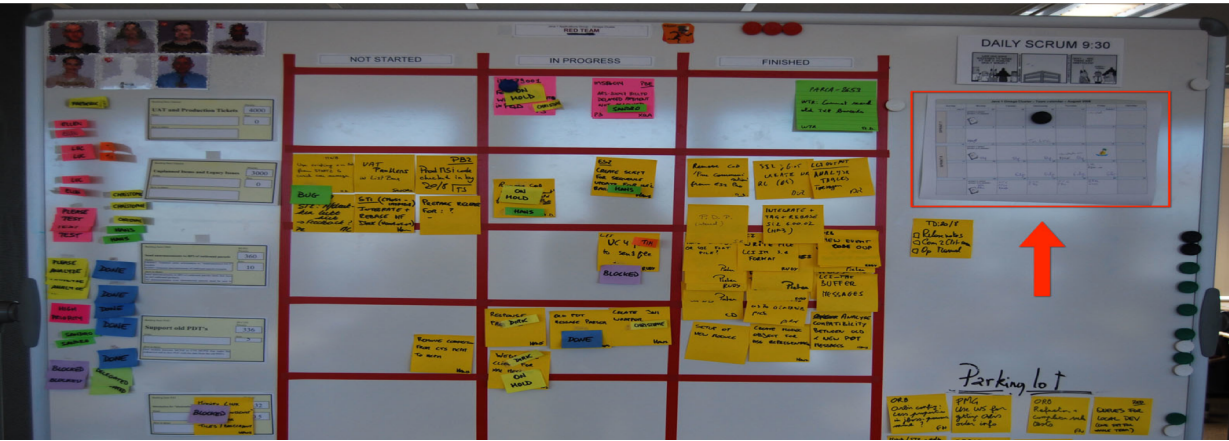
Type Product Backlog Item

Title

Order	Work Item Type	Title	State
1	Product Backlo...	Hello World Web Site	New
2	Bug	Slow response on welcome...	New
3	Product Backlo...	Change initial view	New
4	Product Backlo...	Add an information form	New
5	Product Backlo...	Welcome back	New
6	Product Backlo...	Resume	New
7	Product Backlo...	Interim save on long forms	New



Scrum Task Board Example



In Scrum they use yellow Sticky Notes.
We will use the electronic Task Board in Azure DevOps



Task Board

Product Backlog



All Requirements

Sprint Backlog



Selected Requirements for one Iteration

Today we can use tools like Azure DevOps, but many still use a whiteboard with sticky notes



Tasks Not Started

Tasks In Progress

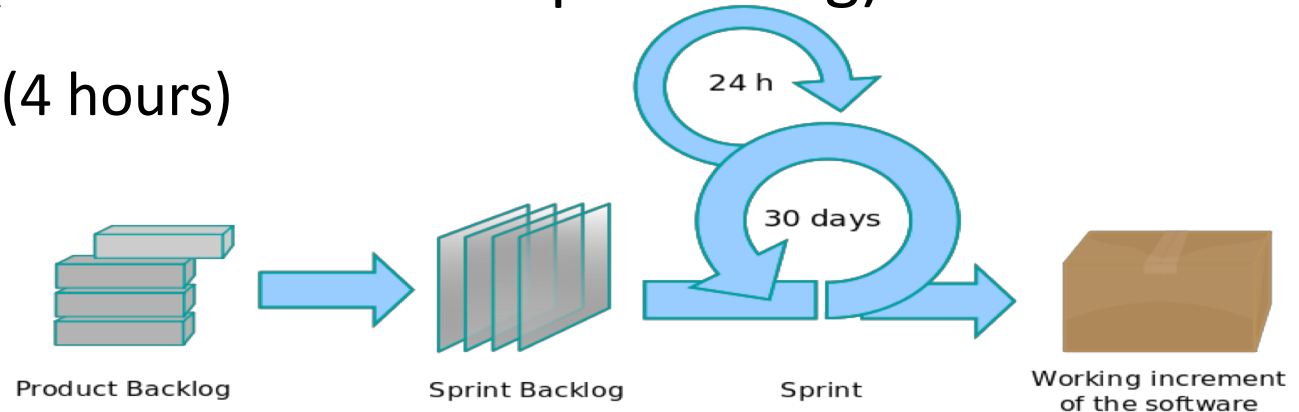
Tasks Finished

ToDo List



Scrum Events & Meetings

- The Sprint (30 days)
- Sprint Planning Meeting (8 hours)
- Daily Scrum Meeting (Max 15 min, Every day at the same time) (also called Standup Meeting)
- Sprint Review (4 hours)



The Scrum Framework

Scrum Members:



Stakeholders



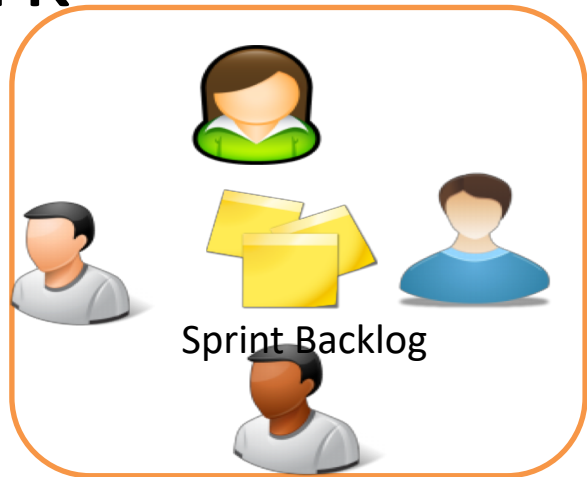
Product Backlog



Product Owner



Scrum Master

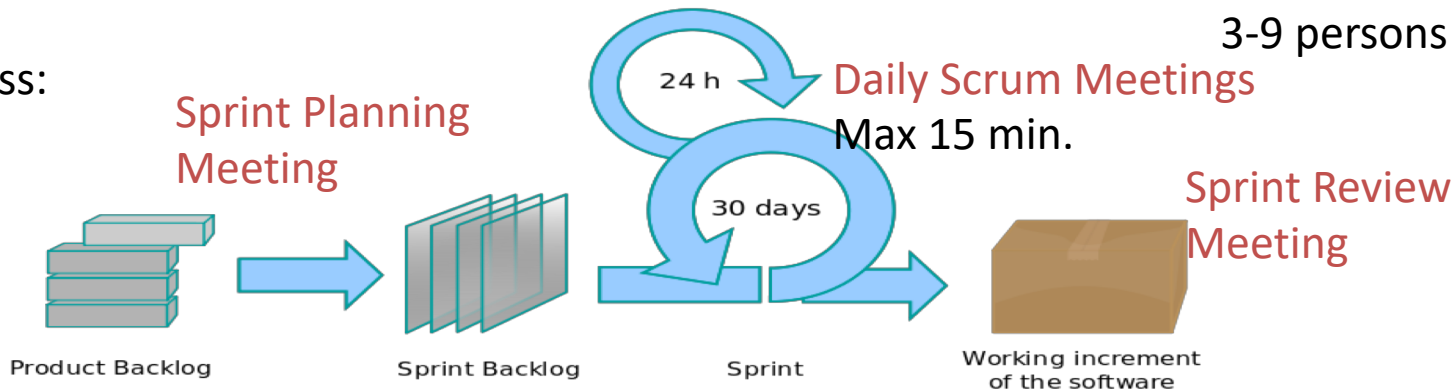


Sprint Backlog

Development Team

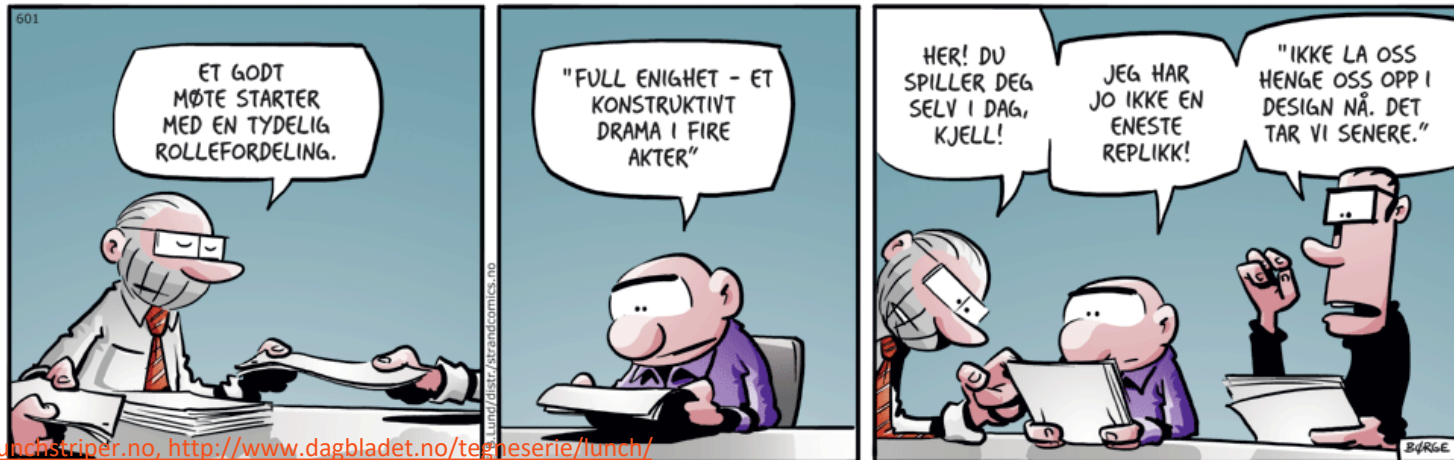
3-9 persons

Scrum Process:



Scrum Meetings Guidelines 1/5

- The meeting agenda should be clear.
- If team members start a discussion that does not address the purpose of the meeting, the members should take the discussion offline, to be completed later. The Scrum Master should identify and indicate when team members should take a discussion offline.
- All meetings should follow the basic structure that is described for that meeting.



Scrum Meetings Guidelines 2/5

- Meetings should start on time, even if some team members are late.
- Team members should be on time except in rare, unavoidable cases. If your schedule prevents you from being on time regularly, the conflict should be resolved as soon as possible. If necessary, the Scrum Master should adjust the meeting time to resolve the conflict if the change does not unfairly inconvenience another member of the team.



Scrum Meetings Guidelines 3/5

- Each team member should come to the meeting prepared.



Scrum Meetings Guidelines 4/5

- Meetings should finish on time.
- In most cases, the length of the meeting is determined by the length of the sprint. For example, take two hours for a sprint planning meeting if the sprint is one week long and four hours if the sprint is two weeks long.



Scrum Meetings Guidelines 5/5

- Scrum enforces this meeting structure to a level that might make people uncomfortable.
- This reaction comes from the pressure to be on time, the peer accountability that is associated with making and keeping commitments, and the transparency that is required to actively participate. Daily Scrum meeting are also usually a standup meeting.

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