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Sprint Planning Meeting

B. Lund. *Lunch*. Available: http://www.lunchstriper.no, http://www.dagbladet.no/tegneserie/lunch/

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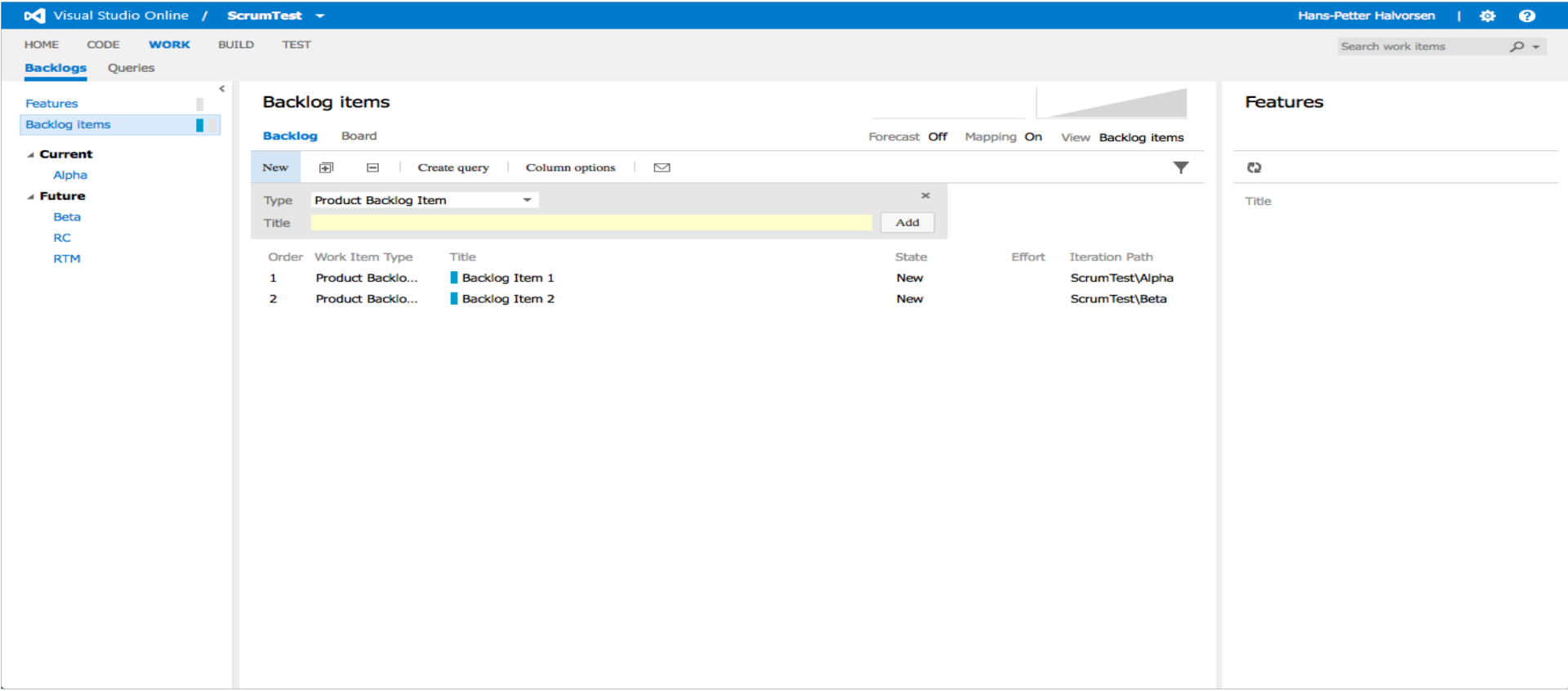
Purpose: Planning what to do in the next Sprint (Iteration)

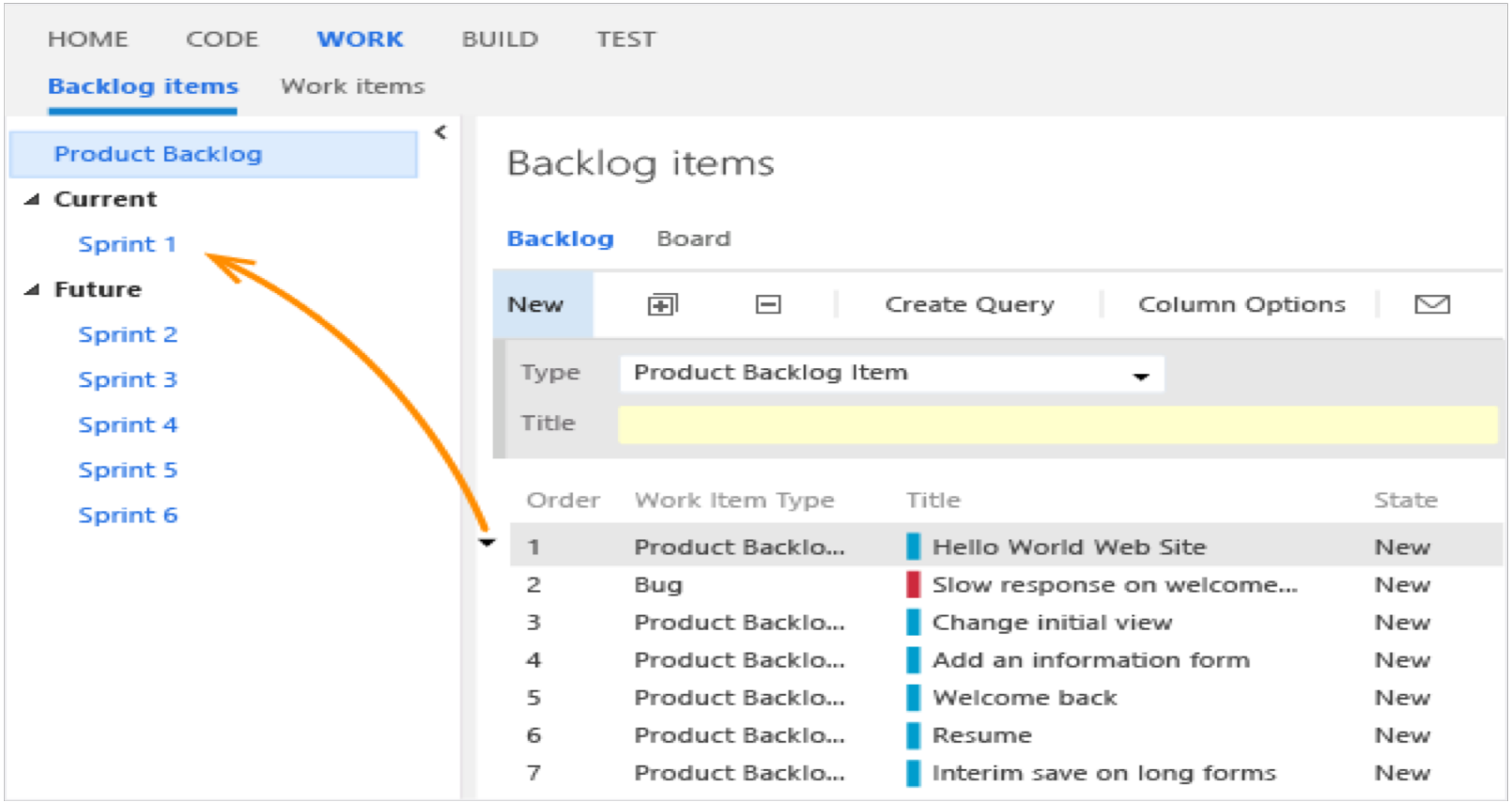
Sprint Planning Meeting

- 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**.

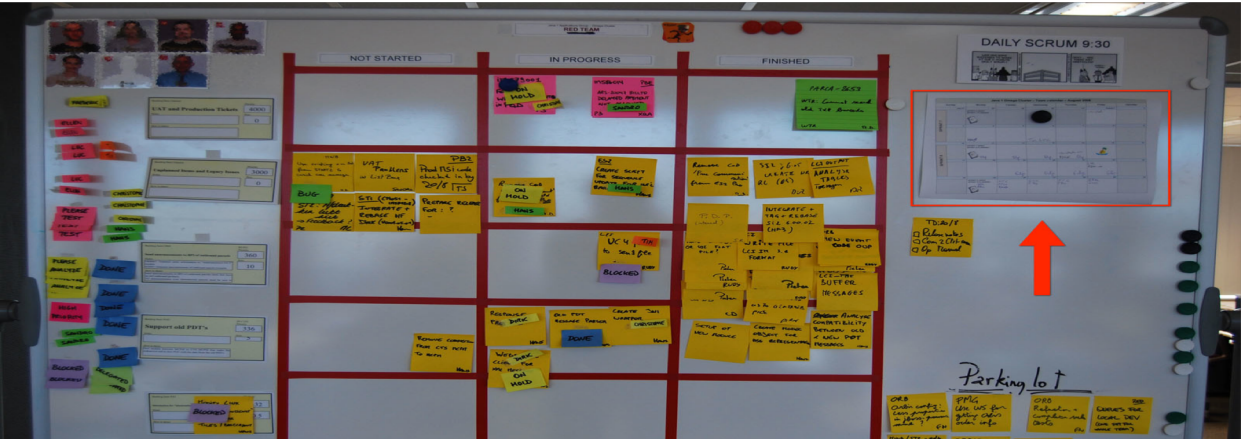
Product Backlog & Sprint Backlog



Sprint Backlog



Scrum Task Board Example



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

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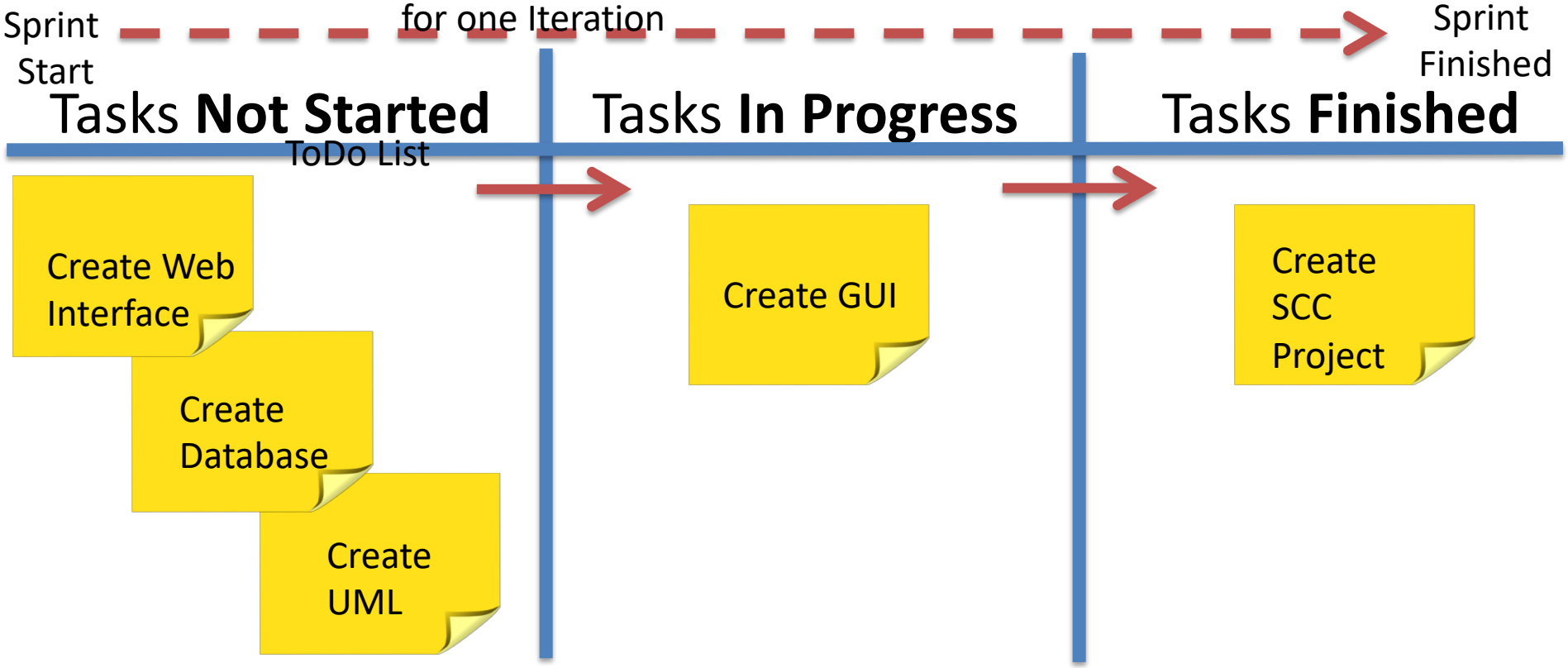
Task Board

Product Backlog — All Requirements

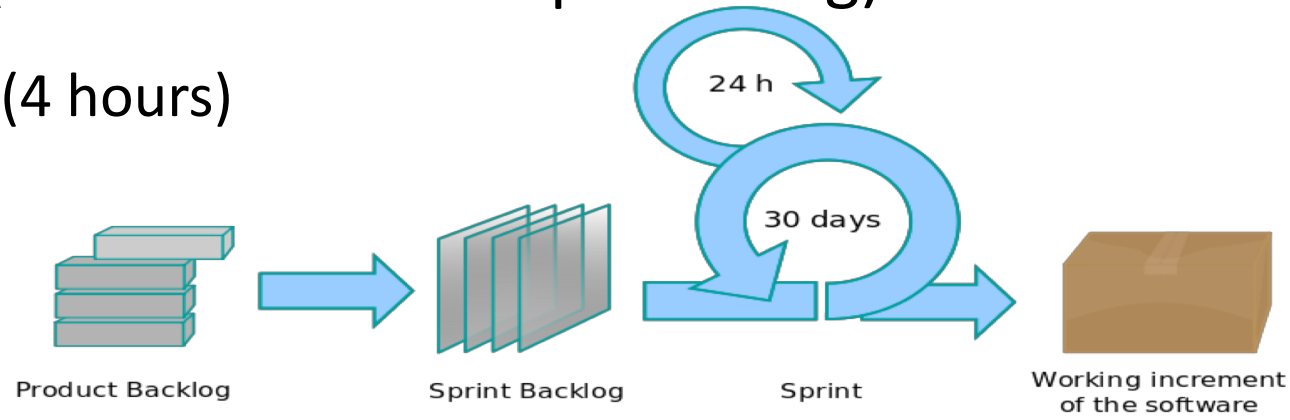
Sprint Backlog — Selected Requirements for one Iteration

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



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

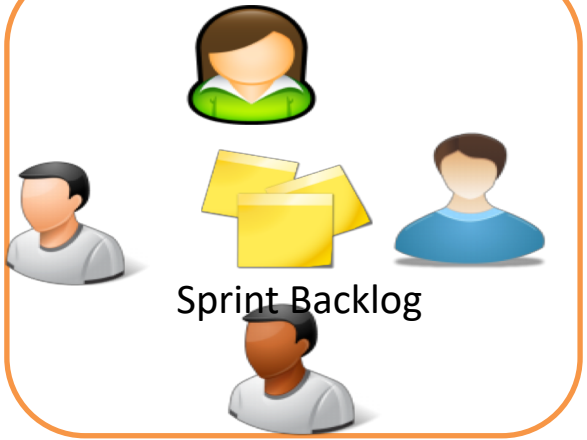
Scrum Members:

Stakeholders

Product Backlog

Product Owner

Scrum Master

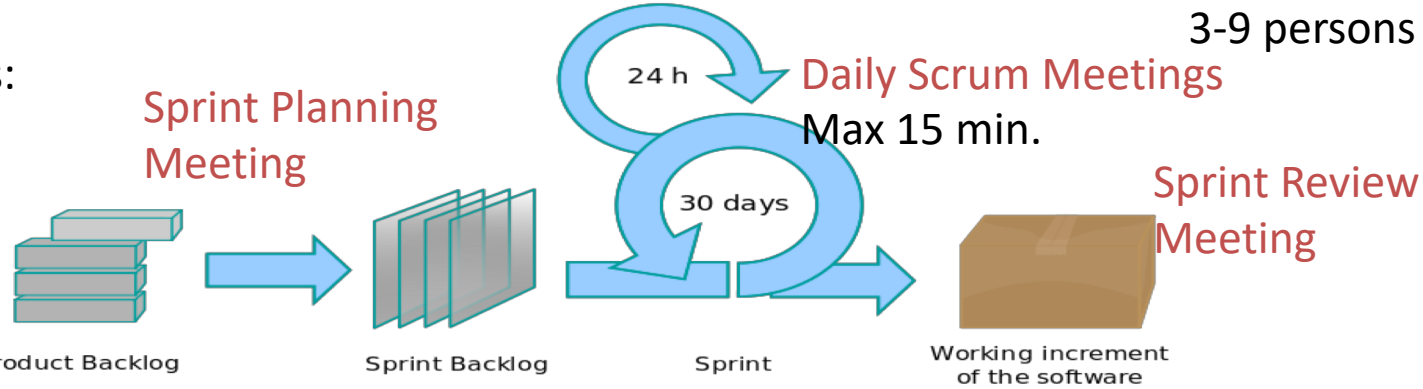


Sprint Backlog

Development Team
3-9 persons

Scrum Process:

Sprint Planning Meeting



Daily Scrum Meetings
Max 15 min.

Sprint Review Meeting

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.

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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.

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Scrum Meetings Guidelines 3/5

- Each team member should come to the meeting prepared.

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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.

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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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