Focus on HOW

Mandatory	Service to the Scrum Team

DEV. **T**EAM	**S**CRUM **M**ASTER **P**RODUCT **O**WNER

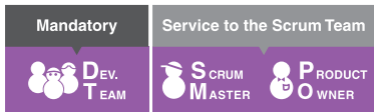**Goal or output:**
Define the Sprint backlog and all initial/estimated tasks for upcoming Sprint, get the Design done

Forecast-velocity:
Parameters:
- Working day in the Sprint
- Number of team members
- Day-off of team members

Time box: max. 1 hour (1-week Sprint), 2 hours (2-week Sprint) - the 2nd meeting at the beginning of the Sprint

Agenda

- ☐ Dev. Team breaks stories into tasks and clearly defines acceptance criteria
- ☐ Dev. Team discuss the Design and the Architecture
- ☐ Dev. Team reviews the workload and feedback to PO
- ☐ Sprint backlog is the forecast and the result of the commitment
- ☐ Dev. Team can explain to PO which work is needed to achieve the Sprint goal as a self-organizing team

Common mistakes

1	Spend too much time for 1 User Story/task
2	Be influenced by other Team member
3	Change the sprint size
4	Push the Team

Rules

- [ ] Time box: 2 hours for two-week sprint, proportionally less for shorter sprints
- [ ] The work item should be max 2 days, shorter is better
- [ ] Estimate User Stories/task based on Fibonacci (Planning poker)
- [ ] Clarify the difference instead of agreement
- [ ] Estimate based on effort, complexity, risk… (the effort to implement a feature)
- [ ] Involve everybody not only people with the most knowledge
- [ ] The whole Dev. Team will make final decision on how many items to work on

Tips for PO

- [ ] Be prepared to answer questions of development team
- [ ] Tell the team the risks of the solution fulfilling requirements that are not asked for
- [ ] Work directly with stakeholders to clear up all issues
- [ ] Let the team feel comfortable with the forecast
- [ ] Be sure that the team understands the Goal of the sprint
- [ ] Find items where you can measure success & outcome
- [ ] Focus on incremental delivery, Value after each Sprint

Tips for Team

- [ ] Discuss alternative solutions
- [ ] Check the changes if we provide a new solution
- [ ] Break user stories to tasks that can be finished in one day (keep small work pieces)
- [ ] Estimate each task using planning poker cards as part of the story understanding process
- [ ] Focus on understanding the needs of the Customer