

RETROSPECTIVE NOTES:

- The difference between Review and Retrospective was not clear. Next time: add a column in the Miro Board for the review part "Show off your achievements". And that's going to be the sprint review
- Ask team mates to fill in the "Agile" line in the board - to get feedback on the process
- Sprint Planning: use a miro board
 - Concepts: Definition of Ready; Definition of Done
 - SMART goals?
 - List of tasks to be completed during the sprint; prioritise tasks

Learnings from first 1st Sprint:

- Assign time limit for each section: review 1 min each (10 min) ; retrospective 2 min (20 min) + questions (10min)
- For blockers - always ask "How can you overcome this blocker"
- More notice to team when prep required
- Any achievements with documents/specific items that can shown to the team should be posted (on Notion) async before meeting to be referred to during meeting

GOAL 1

- Task 1
- Task 2
- Task 3
- Task 4

GOAL 2

- Task 1
- Task 2
- Task 3
- Task 4

Community Team Meeting 24/8:

At its core, Agile is a lightweight framework to help people/teams/organisations generate value via adaptive solutions to complex problems.

THE FOUR VALUES OF THE AGILE MANIFESTO (2001)

Agile values and principles inform the why, how and what of Agile project management planning and processes

Agile wants to make sure that team:

- Work together
- Collaborate

- Help each other achieve the best outcomes possible
- Value individual perspectives and creativity as important contributions to the success of a project

Teams should spend time:

- Working on things that create value

Agile teams have the freedom to:

- Collaborate with customers early and often
- React and adapt to feedback

Agile teams are encouraged to include customers and stakeholders as often as possible

Agile teams need to:

- Acknowledge that change is inevitable
- Adapt to changes at any time during the process

1. Scrum concepts for this week:
 - a. The Daily Scrum
 - b. The Sprint Review
 - c. The Retrospective
 - d. The Product Backlog
 - e. Definition of Done
2. The Daily Scrum. As we don't do this in person, let's implement what we can in our daily team update posts to include:
 - a. Answer these questions during the daily post:
 - i. What did I do yesterday to get closer to my project goals?
 - ii. What will I do today?
 - iii. Did I notice any impediments?
3. Next week we will have our first Sprint Review and Retrospective:
 - a. The Sprint Review:
 - i. This is where we get to impress our team mates with the cool things we have accomplished over the previous sprint
 - ii. We will each review our product backlog (see Team Miro board) and present what we have achieved from this list (and also any other work we have done in the sprint)
 - iii. Explore what should be considered Done from the Sprint Backlog, which are the Product Backlog items we chose at the start of the Sprint, for which we will need to develop a Definition of Done
 1. Definition of Done means an agreed upon set of criteria have been met meaning the task/project/product increment is completed

- iv. Benefits of this include:
 - 1. We all get immediate feedback on our work
 - 2. Everyone has a voice
 - 3. Builds trust in team as we each learn how team mates are doing their job
- b. The Retrospective is:
 - i. Where we reflect on what is working and what is not for the team, regarding our people, processes and tools
 - ii. What improvements are worth exploring for the next sprint
 - iii. What improvements did we put in place in this last sprint, where they helpful or not, and why
 - iv. **Action for each team member - bring points of both positive and negative aspects of this past sprint to discuss, helping us decide what suggestions to implement for improving our next sprint**

Sprint Miro: https://miro.com/app/board/uXjVPb0Bleg=

Concepts to be Covered:

Agile Concepts	Date Introduced to Team	Team Understanding	Team Implementation
Sprint			
Sprint Planning			
Daily Scrum			
Sprint Review			
Retrospective			
Product Backlog (PBL)			
Product Increment and MVP			
Sprint Planning			
Definition of Ready			
Definition of Done			
User Story and Epics			
Scrum Master			
Product Owner			

Effort Estimation (story points)			
Velocity			
Value-Drive Delivery			