

Sprint Planning

Details

Meeting Date: **[03/03/2023]**

Meeting Time: **[10:00 AM - 1:00 PM]**

Meeting Location: **[Remote/Virtual]**

Attendees: **[Project Manager, Product Owner, Scrum Master, Design & Development Team, QA Testers, other team members]**

Objective

The objective of this Sprint Planning Meeting is to prioritize and plan the upcoming sprint for the agile project for www.demoblaze.com. The purpose of this meeting is to bring the development team, the product owner, and other relevant stakeholders together to review and refine the product backlog, identify and prioritize the highest value items to work on, estimate the effort required for each item, and create a detailed plan for the sprint.

Agenda

- Product Backlog
- Prioritize User Stories
- Acceptance Criteria
- Sprint Capacity (Resources & Timeline)
- Sprint Goal
- Sprint Backlog

Notes

1. Product Backlog

- The product backlog is a prioritized list of all the features, improvements, and bug fixes that need to be implemented for www.demoblaze.com
- The product owner reviews the current product backlog with the development team, highlighting any new items that have been added since the last sprint
- The team should ask questions to clarify any items in the backlog that are unclear or vague
- The team should identify any items in the backlog that have dependencies on other items, and note these dependencies for later reference
- The team should flag any items in the backlog that are particularly complex or risky, that may require more time and attention during sprint
- The team should discuss any items in the backlog that may need to be split into smaller, more manageable pieces
- The team should consider the potential value and impact of each item in the backlog, in order to prioritize them effectively
- The product owner and development team should work collaboratively to ensure that the backlog accurately reflects the goals and needs of the project, and that it is up-to-date and relevant
- This review of the product backlog is an essential step in the sprint planning process, as it provides the foundation for selecting and prioritizing user stories that will be tackled during the upcoming sprint

2. Prioritize User Stories

- User stories are brief, written descriptions of a feature or functionality that describe what the user wants or needs to do in order to achieve a goal on the website.
- The product owner presents the user stories that have been added to the product backlog since the last sprint, and any previously unprioritized user stories.
- The team discusses and collaboratively assesses the priority of each user story, considering factors such as value, impact, urgency, dependencies, complexity, and risk.
- The team can use a prioritization technique such as MoSCoW (Must-have, Should-have, Could-have, Won't-have) to help classify user stories.
- The team should make sure that the highest priority user stories align with the sprint goal and will deliver the most value to the end-user.
- If there are any user stories that the team determines to be too large or complex to complete within the sprint, the team can consider breaking them down into smaller, more manageable pieces.
- Prioritizing user stories ensures that the team focuses on the most important items first, and that the sprint goal is achievable and aligned with the overall project goals.
- The prioritization process should involve the product owner, development team, and any other relevant stakeholders in order to ensure that the team is aligned on what needs to be done during the upcoming sprint.

3. Acceptance Criteria

- Acceptance criteria are specific and measurable conditions that a user story must meet in order to be considered complete.
- The development team works with the product owner to define acceptance criteria for each user story that has been selected for the upcoming sprint.
- Acceptance criteria should be clearly defined and objective, so that the development team can easily determine whether the user story has been fully implemented and tested.
- Acceptance criteria should be based on the user's perspective, outlining what the user should be able to accomplish or experience with the feature or functionality being developed.
- Acceptance criteria should be specific to the context of the user story, considering factors such as user roles, user inputs, expected outcomes, and error handling.
- Acceptance criteria should be testable, so that the development team can validate that the user story has been fully implemented and meets the desired outcome.
- Acceptance criteria should be agreed upon by the product owner and development team, so that everyone is aligned on what is required for each user story.
- Acceptance criteria should be documented and visible, so that the development team can refer to them throughout the sprint to ensure they are on track.
- Defining acceptance criteria during the sprint planning meeting helps ensure that the development team has a clear understanding of what needs to be accomplished for each user story, and that the product owner and development team have a shared understanding of what constitutes success for each user story.

4. Sprint Capacity (Resources & Timeline)

- Sprint capacity refers to the amount of work that the development team can realistically accomplish within the sprint timeline, given the available resources and other constraints.
- The development team should assess their available resources, including the number of team members, their individual skill sets, and any other competing demands on their time.
- The development team should take into account any upcoming holidays, planned vacations, or other known absences that could impact the team's capacity.
- The development team should also consider any technical or logistical challenges that could impact their ability to complete the work within the sprint timeline.
- Based on the above factors, the development team should determine their realistic capacity for the upcoming sprint in terms of story points or other metrics.
- The development team should communicate their capacity to the product owner, so that the product owner can prioritize user stories accordingly and adjust the sprint goal as needed.
- The development team should also monitor their progress throughout the sprint and adjust their capacity if necessary based on any unforeseen circumstances or changes in workload.
- Assessing sprint capacity during the sprint planning meeting helps ensure that the development team has a realistic understanding of what they can accomplish within the sprint timeline, and that the product owner is able to prioritize user stories effectively based on the team's capacity.

5. Sprint Goals

- Sprint goals are specific, measurable objectives that the development team aims to achieve within the upcoming sprint.
- Sprint goals should be aligned with the overall product vision and the priorities of the product owner.
- Sprint goals should be focused on delivering tangible value to the end user, whether that is through new features, improvements to existing functionality, or other means.
- Sprint goals should be realistic and achievable within the sprint timeline and the development team's capacity.
- Sprint goals should be communicated clearly to the entire team, so that everyone is aligned on what the team is working towards during the sprint.
- Sprint goals should be flexible enough to allow for changes and adjustments based on feedback, but also specific enough to provide a clear direction for the development team.
- The development team should review the sprint goals regularly throughout the sprint to ensure they are on track and adjust as necessary.
- Defining sprint goals during the sprint planning meeting helps ensure that the development team is focused on delivering value to the end user and is working towards a clear objective that is aligned with the product vision and the priorities of the product owner.

6. Sprint Backlog

- The Sprint Backlog is a list of user stories, bugs, and technical tasks that the development team plans to work on during the upcoming sprint.
- The Sprint Backlog should be created collaboratively by the development team, based on the priorities defined by the product owner and the team's capacity for the upcoming sprint.
- The Sprint Backlog should be focused on delivering the Sprint Goal, which should be aligned with the overall product vision and the priorities of the product owner.
- Each item in the Sprint Backlog should have a clear definition of done and acceptance criteria, so that the development team knows when each item is complete.
- The development team should estimate the effort required to complete each item in the Sprint Backlog, using a consistent method such as story points or hours.
- The development team should ensure that the Sprint Backlog is realistic and achievable within the sprint timeline and the team's capacity.
- The development team should regularly review the Sprint Backlog throughout the sprint and adjust as necessary, based on feedback, changing priorities, or unforeseen circumstances.
- The Sprint Backlog should be visible and transparent to the entire team, so that everyone is aligned on what the team is working on during the sprint.
- The Sprint Backlog is a key tool for tracking progress during the sprint and ensuring that the team is focused on delivering value to the end user.