**Team Pennybags**

# SCRUM First Sprint

Product Owner, Nancy Donathan, and SCRUM Master, Mary Cramer, will meet with in-house subject matter experts (SMEs) and stakeholders via a virtual meeting as proposed. During the first virtual meeting, Nancy and Mary will collaborate with the SMEs and stakeholders on the methodology of the SCRUM method.

**What is SCRUM?**

SCRUM is a process on tackling high stakes projects. SCRUM uses agile project management approaches, meaning the project will be broken down and assessed after each sprint has been completed.

**What is a SCRUM sprint?**

A sprint, in SCRUM methodology, is breaking down the project into smaller, time-oriented goals with a self-management system based on each team member. Each team member will be assigned a task to be completed in a short time frame, anywhere from 1 to 4 weeks.

**How do we report progress?**

Mary is the SCRUM Master. She will check in twice daily in short SCRUM meetings to get a grasp on how each team member is doing – where their goals have been achieved, what they need help with, and how to best support them.

**How do we see progress?**

Mary will pass along information to the Product Owner (Nancy) and all stakeholders at the end of each day where progress has been made, with time estimates how much is left in the SCRUM Sprint.

**How long will the first sprint last?**

The first sprint, as presented, will last one week.

**What is in this sprint?**

The Product Backlog is in this sprint. The development teams will split into two groups, each group presenting their methodology of how best they think the system will work. An example will be provided by each group at the end of the week where one system will be chosen, or both systems can be combined based on similarities.

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**SCRUM Group Breakdown**

*Group 1:* Dhruba Gupa, Chelsea Morgan, Sally O'Brien

*Group 2:* Randy Johnson, Joseph Kelly, Allison Montgomery

Jayce Smithson will be the mediator between groups and oversee group progress with Mary (SCRUM Master).

**Sprint Breakdown**

- *Day 1:* Meet all as one – Mary, Nancy, Jayce, and SCRUM groups. Go over the SCRUM methodology and how sprints work. After lunch, break into the assigned groups and begin idea boards for how each group thinks process needs to be started.

- *Days 2 and 3:* Narrow down methods and processes within groups on best approach; bring in subject matter experts from Dev Teams to assemble work.

- *Day 4:* Assemble a final presentation and project board of how each group has chosen how their time keeping system will work.

- *Day 5:* Present project boards in the morning and allow time for questions and answers to be held after each presentation. After lunch, finalization of plans will be decided and submitted to stakeholders at 3PM.

At the end of each day, Mary will meet with the groups for 15 minutes to check in and progress and to address thoughts and concerns.

Progress from the first sprint will not be sent out to all stakeholders until the final project board has been assembled, with a list of questions and answered that were asked during the presentations.

**SCRUM Sprint One Goal**

- Provide all stakeholders a copy of the project board assembled for how the new system is being developed on Friday afternoon at 3PM.