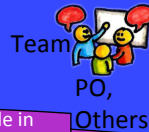


A



Agile Meetings Cube Sprint Review



- * Team take collective ownership/responsibility/pride in what they have done
- * Product Owner accepts sprint

- What did we finish?
- How does it work?
- What have we learnt?
- Is it OK?
- Any questions?
- What did we not accomplish?

- Demo of working software
- Time Boxing
- Validation/Acceptance
- Feedback
- Q&A session
- One from each team demonstrates
- 1 hour preparation

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- ✓ Knowledge on what the team(s) have achieved
- ✓ Acceptance of what has been done
- ✓ Sense of progress



C

F



Agile Meetings Cube Sprint Restrospective



- * Inspect and adapt engine
- * Team take responsibility for its own way of working

- What happened this sprint?
- How do we feel about it?
- What can be improved?
- What's most important to improve?
- What different ideas on how to improve do we have?
- What do we do next?
- Have we done what we planned last time?

- Check in
- Timeline
- +Δ
- Stop-Start-Continue
- Cause-effect
- Effort-Impact
- SMART
- ROI

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- ✓ An understanding of what works and what's not
- ✓ A short list of improvements
- ✓ Team bonding



D

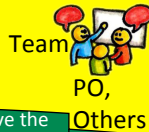
B

E

B



Agile Meetings Cube Daily Standup



- * Make a plan for the next 24 hours on how to move the most important story forward to completion
- * Transparency on progress

- What did I do yesterday?
- What do I plan to do today?
- Any impediments?
- How long time is left for this story?
- Anyone I can help?
- Are we doing all we can to get the top story done?

- ⚡ Talking stick
- ⚡ Time boxing
- ⚡ No reporting
- ⚡ Update board
- ⚡ Burndown
- ⚡ Time Boxing
- ⚡ Tech discussion after meeting

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- ✓ Agreement on what to work on
- ✓ Sense of collective responsibility
- ✓ Discovery of impediments



H

C



Agile Meetings Cube Sprint Planning



- * Team chose/pull most prioritized work and make a shared plan for the sprint (focus & commitment)
- * Transparency on what's realistic to work on

- Which are the most important stories this sprint?
- Is there an overall goal with this sprint?
- How many stories can we take on?
- Are the stories small enough?
- Do we need to do a spike?
- How are we going to demonstrate each story
- Do we know all the steps we need to take (DOD)?
- Do we believe in this?

- ⚡ Velocity/Yesterdays weather
- ⚡ INVEST
- ⚡ Spike
- ⚡ Planning poker/Task point sizing
- ⚡ Story tag cloud
- ⚡ Time Boxing

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- ✓ A prioritized sprint backlog with stories the team believes in



I

G

D

G



1/2 – 2 d

Theme or Epic

Agile Meetings Cube Release Planning

PO



Team,
Others

- * Help PO or stakeholder to handle expectations by creating an agile plan
- * Align business and team understanding of customer and business value

- Why are we doing this?
- What is the impact?
- How do we know?
- What needs have the user?
- What's the highest risk?
 - Technical?
 - Business?
 - Social
- What's the Least we can do?
- What step do we take?
- How big are the steps?

- User Story Mapping
- Impact Mapping
- Hypotheses
- Bockman Estimation & Prio
- Brainstorming
- Story point sizing
- Valuable & Usable & Feasible

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- ✓ A preliminary backlog
- ✓ A visualized release plan



F

H



1 – 2 h

In every sprint

Agile Meetings Cube Backlog Grooming

PO



Team

- * Prepare User Stories for sprint planning
- * Create a shared understanding of customer needs & business value expressed in user stories

- Are the right stories at the top
- Do we understand them?
- Do they give value?
- Can we do them in a week?
- Do we know when they are finished?
- How can we test them?
- How do we demo?

Independent
Negotiable
Valuable
Estimable
Small
Testable

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- ✓ User Stories that are understood and that can be planned during the sprint meeting



E

A