

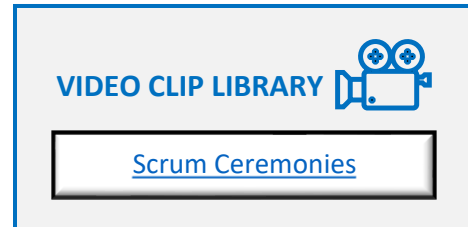
SCRUM CEREMONIES. EVENTS.

SUMMARY

Scrum Ceremonies, also called events, are the second component to OIIT's Scrum Framework. The word "ceremony" is used because they are not your typical meeting.

Some typical ceremony features:

1. Highly structured and designed to maximize the investment of the team's time.
2. Ceremonies are all time-boxed creating a constraint for the team to work within, so conversations stay focused and do not get off track.
3. Teams strive to always plan for targeted work with clear action items.



The concepts behind these ceremonies can be applied to other forms of Agile like Kanban or Lean.

Structuring Scrum

Scrum has four ceremonies that bring structure to each sprint:

Sprint Planning

A team planning meeting that determines what to complete in the coming sprint.

Sprint Review

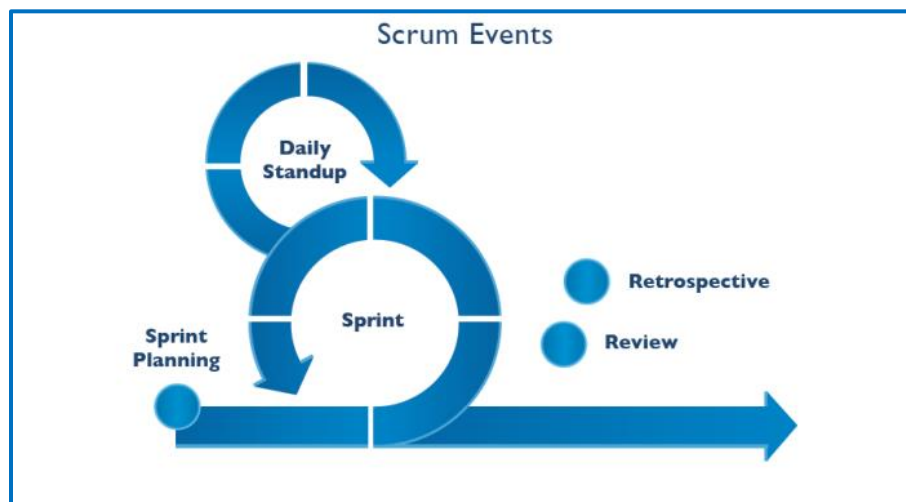
Also called Sprint Demo. Sharing meeting where the team shows what they have shipped in that sprint.

Daily Scrum

Also known as a Daily Stand-Up, Huddle A 15-minute mini-meeting for the software team to sync.

Sprint Retrospective

Review of what did and did not go well with actions to make the next sprint better.



Effective Scrum Ceremonies

According to Scrum Alliance, there are several good habits for effective ceremonies or events:

1. Purpose Restate the purpose of the meeting each time. Keeps the team focused.
2. Set Times Start on time. Have an agenda. End on time. Typically, the Scrum Master will be the timekeeper, however any team member can keep time.
3. Meeting Etiquette Remind team members to silence cellphones and limit side conversations, since they can distract other listeners.
4. Assign a Scribe Often ceremonies have action items that require follow up. Decide before the meeting who will take important notes and action items. Decide who is responsible for follow up.
5. Action Items: Write It Right Often action items lack detail. Capture the item's What, Who, and When. Do not send out action items without an individual owner.

Can I Pick & Choose?

No! Scrum must be used as it was designed. The authors of The Scrum Guide wrote, "Scrum's roles, events, artifacts, and rules are immutable and although implementing only parts of Scrum is possible, the result is not Scrum. Scrum exists only in its entirety and functions well as a container for other techniques, methodologies, and practices."