

# SCRUM Iteration Timeline

## Planning Meeting

- When: first day of iteration
- Composed of three sessions

## Priority Meeting

- Max Length: 2 hours
- Involving the Customer
- Define iteration dates, check available working hours for each team member, check support shifts
- Support must be a task which is dimensioned. If the time needed is more than the one planned, the team will assess the importance of support VS the importance of finishing the tasks
- Discussion about most important user stories for the iteration
- Ordering stories in JIRA (top-down by importance)
- Gross dimension of each story
- Define who is involved in each story and how much
- Define MIN and MAX number of stories to be done in the iteration
- Stories are assigned to the release in JIRA

## Subtasking

- Each team member takes each story he is involved and tasks it in JIRA
- No subtasks allowed as JIRA does not handle them very well
- Component testing is included in the development task itself and the developer is responsible to ask somebody ELSE to test it BEFORE closing the task
- Integration and Acceptance testing must be in separate tasks to be done after the code freeze
- 1 special task called UNPLANNED can be kept to track all the small unplanned work by adding comments to it
- Big unplanned tasks must have a JIRA issue assigned to it
- No tasks can smaller than 2 hours nor larger than 1 day
- No time given to complete the story

## Scheduling Meeting

- Max length: 2 hours
- Non involving the customer
- Planning poker for each subtask in JIRA
- Adding and ordering each subtask to the version

## Development / Component testing

- When: From 2nd day
- Length: 3 weeks
- Development, testing of other members development, code reviews
- Monitored daily with the Daily SCRUM

## Code Freeze

- When: 1 week before the release

## Integration

- When: 1 week before the release
- Length: 5 days
- Prepare configuration with tags
- Prepare release notes
- Make sure etics-int includes all changes and builds correctly

## User acceptance testing

- When: 1 week before the release

- Length: 5 days
- Integration testing, final user acceptance testing
- When building successfully, clone etics-int to etics\_R\_XXX

## Release / Demo

- Length: 3 days
- If the iteration is releasable, prepare the release, if not, decide whether to prepare a demo or not
- Day 1: prepare the hardware and install the services, test the services
- Day 2: if testing is OK, send announcement and keep testing
- Day 3: Release

## Retrospective

- Length: 1 afternoon
- When: After the release on the last day of the iteration
- Agenda
  - What went right
    - particularly successful events
  - What went wrong
    - scheduled hours/ real hours
    - bugs
    - missing stories
    - Not foreseen stories/tasks
    - support
  - Check-in
    - Amount of work assigned
    - Type of work assigned
    - Team dynamics
    - Supervision
    - Process/Meetings
  - JIRA analysis of the iteration
  - What and how we can improve (immediately, short time, long time)