

Sprint planning

Introduction

During the whole project phase, SCRUM was used to keep the stakeholders up-to-date with my progress and showing the created work together with my team. It was planned to hold sprint reviews every week to keep the stakeholders in the loop and get continued feedback on the project. All of my created work is then of course shown in these sprint reviews and checked with the stakeholder.

Scrum

To make good progress I will be working with SCRUM. SCRUM is an agile planning tool to easily manage tasks and targets of a specific sprint. Every week will be a sprint demo where I will get feedback on the project. Every 3 weeks there will be a sprint retrospective & peer review with the group. There would also be a daily stand-up with the team to share our findings of the previous day, show tasks that would be done that day and if they needed help. See figure 1.

WEEKLY

MONDAY Location: Office 9.00 - 17.00	TUESDAY Location: Office 9.00 - 17.00	WEDNESDAY Location: Office 9.00 - 17.00	THURSDAY Location: Office 9.00 - 17.00	FRIDAY Location: Office 9.00 - 17.00
9.30 - 9.45 Daily stand-up	9.30 - 9.45 Daily stand-up	9.30 - 9.45 Daily stand-up	9.30 - 9.45 Daily stand-up	9.30 - 9.45 Daily stand-up
				10.00 - 11.00 Planning next sprint
			11.00 - 12.00 Weekly sprint demo	10.00 - 12.00 Every 3 weeks Retrospective & Peer review
	14.00 - 15.00 Fontys coach			

Figure 1: Scrum planning each week.

Planning was very important to ensure good communication with both my team and stakeholders. Especially the retrospectives and peer reviews showed how well we worked together as a team and solved problems together. Because of this open communication there always was a nice working environment.

Roles

In the first week of the internship the group got together and talked about how we would communicate with each other and talked about each specific skills and learning goals this semester. It was of course important to keep in mind what each of us could do and what their learning objectives were. The other important thing discussed was the overall planning.

The internship began on 6 Februari and will officially end on 7 July. This meant there were in total 20 weeks. We decided that the first week was left out together with the last two as these weeks would mainly focus on orientation and finishing the internship. When using scrum it is important that everyone knows what he or her role is within the group. We decided to create the role: Scrum master, communicator, note taker and assistant. These roles would rotate every 4 weeks. This way everyone did every role.

- **Scrummaster:** this role would take up the lead of holding daily stand-ups, keep the trello board up-to-date and would in general take the lead in presentations if needed.
- **Communicator:** this role would communicate with people needed for the project. He or she will set-up meetings and will be the main person for outside contact.
- **Note taker:** this role would take notes at meetings, specifically write down feedback.
- **Assistant:** this role would help if needed.

I mentioned these roles and this worked quite well last semester. These roles helped a lot with who was doing what.

Trello

It was important to have an overview of the planning. Trello was used for this.

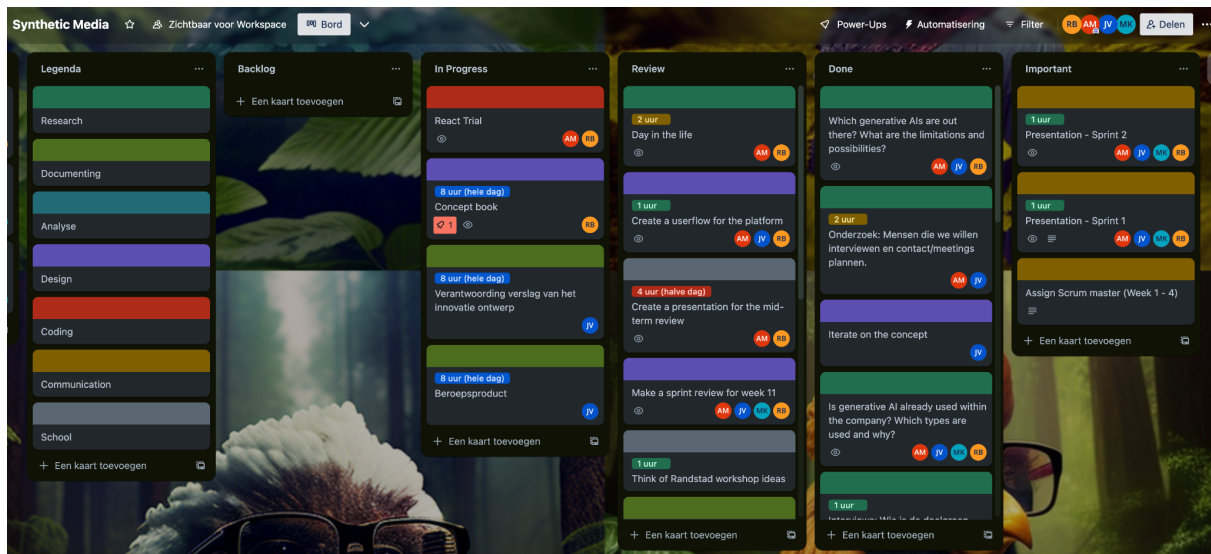


Figure 2: Trello planning board

We had created a backlog of tasks that needed to be completed, in progress, review and done. When I was scrum master we discussed the trello board on what everyone had done, what they were going to do and if they had any questions.

Sprint reviews/demos

On the planning there would be every week a sprint review with stakeholders and my team. Here we would share our work done that week and what the planning was for the next week. Every week there was a presentation made to showcase short updates of what was done.



Figure 3: Sprint review week 2

Each week the stakeholders got updates from our end and they gave us feedback to improve our work. The feedback was put every week into my feedpulse.

Retrospectives & Peer reviews

After every three weeks a retrospective was held to check what went well, what went wrong and what we will do to change this in the future. The peer reviews were also held every three weeks to get feedback on yourself.

Retrospective week 5

Wat ging er goed?	Wat ging minder?	Wat gaan we anders doen met de volgende sprint?
<ul style="list-style-type: none">- Gezellige sfeer- Blij dat we richting product aan het werken zijn- Veel taken afgerond- Stakeholders waren blij.	<ul style="list-style-type: none">- Concentratie- Sharing documenten op 1 drive- Drive niet goed ingericht.- Kut humor	<ul style="list-style-type: none">- Drive opnieuw inrichten- Tijdens lange meetings houden een paar pauzes .- Brainstormen op een bord.- Iemand anders als scrummaster

Peer review 1

Rachel:

- Het onderzoek naar de doelgroep is er erg goed mee bezig.
- Kan goed dingen professioneel verwoorden.
- Is erg goed in het mooi maken van dingen en dan daarbij de informatie nog verduidelijken.
- Teams camera's aanzetten.

Retrospective week 10

Wat ging er goed?	Wat ging minder?	Wat gaan we anders doen met de volgende sprint?
<p>Hard gewerkt aan de concepten en zijn al verder met het realiseren van sommige.</p> <p>Research fase afgerond & overgang naar concepting fase</p> <p>Helpen met externe opdrachten (Generative AI workshop in Amsterdam, Perfetti Melle)</p> <p>Wanneer we een concept hadden, hebben we goed geanticipeerd op eventuele veranderingen. We hielden ontwikkelingen binnen het bedrijf in de gaten en handelden hier accuraat op.</p> <p>Connecties maken binnen het bedrijf (interviews, day in the life, expert interviews)</p> <p>Onze supervisor heeft ons goede feedback gegeven, hij is over het algemeen erg blij met ons proces (documentatie, onderzoek, structuur, concepting, brainstorm)</p>	<p>Minder contactmomenten met Charlie door externe redenen.</p> <p>Het was af en toe wel redelijk druk met extra taken waardoor sommige project - taken te veel tijdsdruk kregen/ of in te delen.</p> <p>De planning uit het oog verloren, minder overzicht.</p> <p>De schooldocumentatie invullen.</p>	<p>Meer design/realisatie zodat we interactieve producten hebben om het te laten zien.</p> <p>De planning verbeteren; echt 1 dag gebruiken voor documentatie en de rest voor de meetings/teamwork en design/realisatie gebruiken.</p> <p>Het onderzoek van ons vieren meer samenbrengen (vooral voor GroupM/labs)</p> <p>Trello iedere dag bijwerken.</p>

Peer review 2

Rachel:

- Vraag goed feedback aan de groep over het project.
- Goede ideeën over design en hoe je de aanbevelingen deelt met stakeholders.
- Werkt haar onderdeel goed uit (duidelijk en mooi design).

- Ze denkt na over de implementatie van het project zelfs na de stageperiode.
- Houdt de doelen van het project goed in de gaten en gaat hiervoor soms ook buiten haar comfort zone om toch het doel te bereiken.
- Is erg goed in het mooi maken van dingen en dan daarbij de informatie nog verduidelijken.

Retrospective week 16

Wat ging er goed?	Wat ging minder?	Wat gaan we anders doen met de volgende sprint?
<ul style="list-style-type: none"> - Trello bijwerken - Veel workshops gepresenteerd - Goed gewerkt aan individuele producten - Goede balans tussen externe projecten en het hoofdproject. - Communicatie - Wanneer er minder tijd was voor sprint reviews, hebben we met de stakeholders andere momenten gepland om hen kort te updaten. 	<ul style="list-style-type: none"> - Minder tijd voor sprint demos/reviews (ivm andere verplichtingen van het team en de stakeholders). - Voorbereiden op verdediging/einde stage. 	<ul style="list-style-type: none"> - Meer sprint reviews - Actief werken naar het einde van de stage. - Meer oefenen voor de verdediging, vooral ook door te presenteren aan elkaar/stakeholders. - Overdrachtsdocument maken <ul style="list-style-type: none"> - Globaal (als groep) - Individueel

Peer review 3

Rachel:

- Goed uit haar comfortzone getreden.
- Presentatie skills zijn vooruit gegaan.
- Goede UX/UI testen uitgevoerd.
- Goede kwaliteit van documentatie.
- Beter samenwerken met Anouk voor de wireframes.
- Hield goed de Trello bij.

Feedpulse

Fontys uses feedpulse in which I can reflect on my work of that week. In the graduation course on CANVAS I could fill in every week what I had done and the feedback I had received. Every Tuesday afternoon I also had a meeting with my first accessor to discuss what was done and if I needed any help or feedback on the project.

FEED Pulse

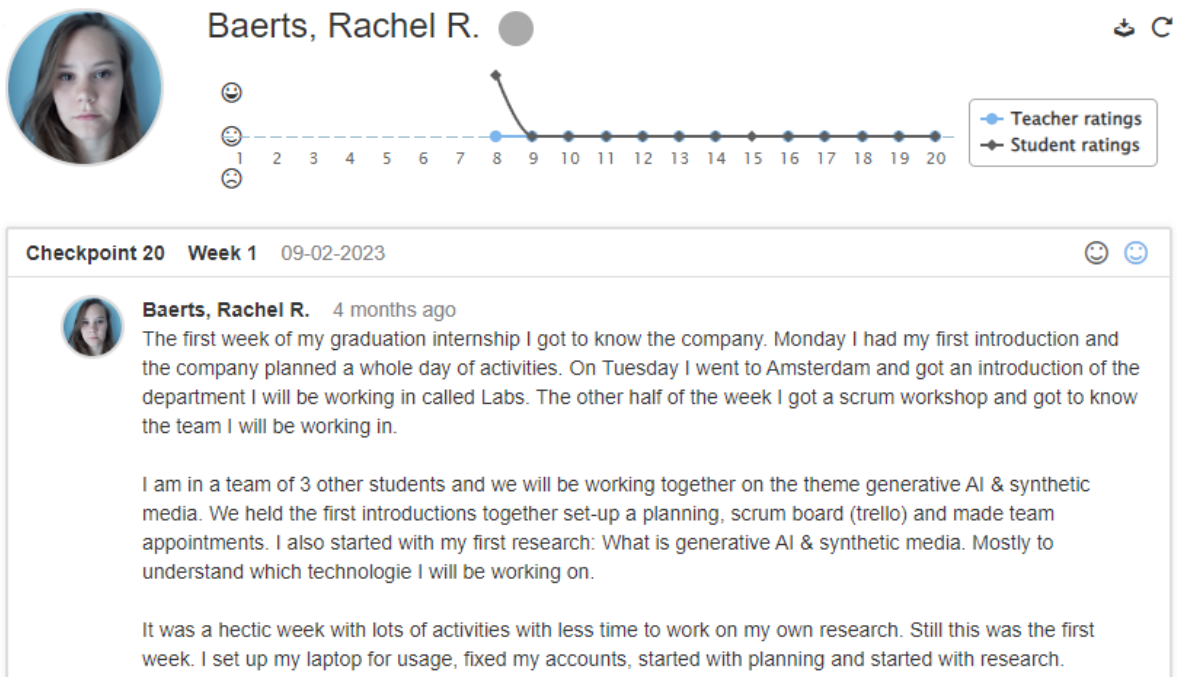


Figure 4: Feedpulse at CANVAS