Reflecting on Sprint 1 Reports
Upcoming deadlines

- Friday, February 15
  - Team status report due, via team status report tool

- Friday, February 22
  - Sprint 2 ends
  - 11 full days until the end of the Sprint (including President’s Day holiday)
Team meetings

- Will be meeting:
  - Militarium (3:30pm) and Biogenesis (4:30pm) today
  - Tearable World (9am) and 10 Days Left to Live (10am) Tuesday
Lab Cleanup Schedule

- This week: 10 Days Left to Live
- Next week: Biogenesis

- Team duties:
  - Ensure overflowing trash cans are emptied to bin outside in 3rd floor courtyard (anytime during week)
  - By 5pm Monday and 5pm Friday (unless things get out of control, then more often):
    - Pick up food containers, bottles, etc.
    - Pick up stray craft materials, pens, etc and return to drawers
    - Clean off tables in conference rooms and big circular table
    - Report any major soda/food spills to me, so we can call cleanup crews
    - Put controllers/game boxes/etc. away (tidy up game area)
    - Report any cleaning materials needed
This week’s meetings: Art Direction Review

- Starting with next week’s meetings, want to review the art direction for each game
- Please come to meeting with examples of concept art, artwork for items in the game, etc.
- General goal is that I want to get a good feel for what the final look of the game will be, and provide feedback
- Artists are welcome and encouraged to attend, but if they can’t make it, that’s fine too
Recurring “Stop Doings” / Scrum

- Stand-up scrum meetings taking too long
  - Should be physically standing during these meetings
  - Should not ask/answer questions during these meetings
    - If you just can’t help yourself, strictly time limit them – 30 seconds tops, then move offline

- Scrum board not updated every scrum
  - The physical scrum board should be 100% up to date at the end of a stand up scrum meeting
  - If someone is unable to attend the meeting, they should email in their updates before the meeting, and the scrum master should move the tasks along for them
More “Stop Doings” / Scrum

- Interruptions during stand up scrum meetings
  - If someone is providing a status update, let them finish!
  - If you need to talk to them, at the end of their update, ask to meet with them.
  - Raise any concerns about what “done” means at group coordination meetings

- Over estimating time required to complete a task (2 teams)
  - Relatively easy fix: decrease time estimates just a little for future Sprints
“Stop Doings” / Meetings

- Stop having long meetings
  - They burn out team and reduce productivity

- Stop being distracted during meetings
- Stop goofing off in lab

- Stop having meetings at bad times of day (too early/too late)

- Stop requiring more members than necessary to be at meetings
Running Effective Meetings

- A few funny Dilbert cartoons on meetings

- See also Marissa Mayer’s 6 steps for holding an effective meeting
  - She’s 37, and the CEO of Yahoo
Running Effective Meetings

- Set a firm agenda
  - In writing, ahead of the meeting
  - If you ever find yourself at a meeting with no agenda, the first item of business is to write one down
  - No agenda, no meeting

- Assign a note taker
  - Don’t have to capture everything that was said
  - Record decisions
  - Record topics of key discussions, and perhaps main pros/cons that emerged
  - Keep these archived in a common location
  - Do notes during the meeting, and post immediately at the end of the meeting. Don’t let this drag out beyond the end of the meeting!
Running Effective Meetings (cont’d)

- Have strict time discipline
  - Start on time, end on time.
  - If the meeting is scheduled for an hour, don’t go over that hour
  - If you absolutely must have more time, then at the end of the meeting, ask permission from the group to continue, and give a fixed duration for the extension. Repeat as needed.
  - With strict time discipline, people will be more inclined to come early and be focused during the meeting time.
  - Idea: if someone is late, have them take over as notetaker when they arrive, to provide incentive for arriving on time.
  - 10 minutes from the end, have a brief meta-discussion about what you want to accomplish before the end of the meeting
Running Effective Meetings (cont’d)

- Establish a policy on laptop/tablet/phone use
  - If you need everyone to be focused, then not allowing these devices, except for note taker, is a good idea
Real time estimation

- Would like teams to hold group meeting, and come up with an estimate, for the people present, on the total number of actual work hours performed in Sprint 1

- Sum this up, and then divide by number of people present to get average per-person for entire team for the entire sprint

- **Please include meeting hours**

- I.e., want a figure like 63 actual work hours per person over Sprint 1