

MinChem Events

Overview

This page shows all the recurring events/meeting that occur within the ALB perimeter.

Team events

Event Name	Frequency	Participants	Agenda	Outcome
Product x SM/DM Sync	Weekly (Tuesday)	<ul style="list-style-type: none"> Angela Iglie SM (Scrum Master) Boris Magas SM (Scrum Master) Roscetti, Nicolas PM (Product Manager) Mauricio Nagahama - DM (Delivery Manager) 	<ul style="list-style-type: none"> Round Table update Team Performance update Product update Process update Documentation update 	<ul style="list-style-type: none"> Actions to: <ul style="list-style-type: none"> Improve team performance Update team calendar (vacations) Update confluence (Team & Communication) Improve internal process & document in Confluence Confirm next week ALB team events
Product x Tech Sync	Weekly (Monday)	<ul style="list-style-type: none"> MOITY, Laurianne PELLERIN, Claire MULLER, Guillaume Totaro, Roberto Alberto ALONSO PINAR 	<ul style="list-style-type: none"> Round Table update Roadmap/Delivery update Value creation update Obstacles Business needs vs technical feasibility 	<ul style="list-style-type: none"> Actions to: <ul style="list-style-type: none"> Planning meetings: <ul style="list-style-type: none"> With stakeholders to understand business needs With squad to review requirements, feasibility and estimates With SM to review team performance Update Product Roadmaps Plan future tasks to update roadmap and Product backlog (PB)
Product x Digital Champion	Weekly	<ul style="list-style-type: none"> MOITY, Laurianne PELLERIN, Claire MULLER, Guillaume Totaro, Roberto Maryam Momtaz (Materials) Tiffany Chen (Coatings) TBD (Battery- MULLER, Guillaume) Ganesh Sangarwar (Agro) 		

Scrum events

Event Name	Frequency	Participants	Agenda	Outcome
Daily Stand-up	Daily	Squads	What did you do yesterday? What do you plan for today? Any blockers?	One daily team sync so we all what everyone is doing and if they need any assistance or have any blockers they need resolving.
Sprint planning	Bi-weekly	Squads	Close sprint, determine team velocity, identify planned leave of absence, define sprint goal. Start sprint	To set a plan for the sprint on what the team will work out and the goal they will accomplish.
Refinement /grooming	Bi-weekly	Squads	PO to present stories that need refining. Team to discuss and estimate story.	Stories/tasks fully understood so they are ready to be taken into sprint.
Sprint review	Bi-weekly	Squads	To demonstrate to our stakeholders the work we have achieved and communicate any issues from reaching our goal	Be transparent to what the team has been working on during the sprint.
Retrospective	Bi-weekly	Squads	Depending on Retro template the aim is to identify what went well this sprint, what didn't go well and how we can improve for future sprints.	Discuss what didn't work well and set a list of actions to help improve