

FL ICM Sprint Report

Hand over from previous Scrum master Dorian Hurault dorian.hurault-ext@solvay.com

The following are documentation and links provided to me by Dorian to start with the FL ICM Squad. I was informed that sprint planning, sprint review and backlog refinement are not done by the FL ICM squad and functionalities are not delivered per sprint, which I have confirmed.

My goals are :-

To ensure that the squad starts to embrace the Agile process more from participating in all of its ceremonies.

To make sure that the squad gets more acclimated with using the Jira tool to help with visibility and delivery phases

To ensure that everyone on the squad is able to speak freely as individuals on the squads, share concerns and contribution to enable more collaboration

To work closely with the PO to have a well refined backlog with user stories and acceptance criteria

To ensure that the team is delivering functionalities to the users/client that is valuable to them per sprint.

1) The squad planning

- For the end of this quarter, the planning that we have built on the [miro board](#) for the Product Increment (i.e. next 5 sprints) is the reference
- Based on it, we aligned:
 - the squad (high level) [roadmap](#) which is used to do the reporting at Pricing program level
 - the squad (detailed) [release plan per user story](#) which is used to track day to day progress at squad level

2) The squad backlog

- The [backlog in Jira](#) reflects all the tasks in the scope of the squad and prioritized at the beginning of each sprint -> **Your access has been request**
- I will send you a invitation for a Jira training together this week,

3) Useful documents

- To begin your onboarding, you can start with the following documents:
 - [FL ICM Process and Components](#)
 - [FL ICM Specification](#)
 - [FL ICM Calculation](#)
 - [BW architecture](#)
- The documents of the squads are stored in the repository [here](#)
- You can also refer to the [Glossary of the Project](#) and add any new term and acronym you may encounter

3) The squad ceremonies

- The squad is working in Agile sprints of 2 weeks with the following cadence meetings (see [IT Agile model](#))

Meeting	Objectives	Frequency	Participation
Daily	Share day to day progress, next steps, dependencies and blocking points within the squad	15-30min per day	yes
Grooming	Refine backlog items to make sure it is ready for the next sprint (specifications ready, tech solution defined etc.)	2 per week	yes based on the agenda I send the day before
Sprint Review & Planning	Review the job done during the sprint, and plan the next sprint according to team capacity and PO prioritization, check all User Stories in the sprint are clear to everybody	1 per sprint (every 2 week)	yes
Retrospective	Identify what worked well and what could be improved and take actions accordingly	1 per sprint (every 2 week)	yes

Please let me know if you are unable to join a squad meeting, even more when you're mentioned on the agenda of a Grooming session as it means your participation is needed

4) The squad composition

- This [file includes the updated squads composition](#) across the pricing program
- If you have planned holidays, we also have a holiday tracker file for the squad [here](#)

6) Overview of the Pricing program squads and objectives

Lyas (Product Owners of the squad) will give you the broad picture of the objectives of the squad and Mathilde will also introduce you to the Pricing program.