

1. Setting up the team - kick off

When kicking off a Scrum team, it's important to cover several key topics to ensure everyone is aligned and understands their roles and responsibilities.

The kick off is the responsibility of the appointed Scrum Master

Here's a list of things to discuss:

Kickoff informative Topics (Similar across teams):

1. Team cadence:

- 2 weeks
- Start week day: Monday with Planning .
- End week day: Friday with Review and Retro

2. Knowledge, Tools and Resources to introduce to the team

- Setup a one to one with the team to get their individual expectations
- **One one to one:**
 - **Confirm Agile knowledge of the team members and book training for those that need**
 - **For collaboration we have to use Lucid, confirm if everyone has access.**
 - **For tickets follow up we have to use JIRA, confirm if everyone has access.**
- **On team kick off**
- Introduce Jira for managing the backlog management and tracking progress. <https://syensqo.atlassian.net/jira/for-you>
 - For Kanban setup the board accordingly
 - For Scrum setup the board as agreed as explain the flow as set [8. User Stories and Tasks flow](#)
- Collect specific training need within scrum. By default the Scrum Master to perform coaching on Scrum. [SHAIKH, Sahil](#) to perform training on JIRA. FYI also can sign up on YouGrow for "Introduction to Agile and Lean"

Kickoff Discussion Topics (Agile intro - can be segregated)

1. Team Roles:

- Introduce the Scrum Master, Product Owner, and team members.
- Clarify the responsibilities of each role.

2. Scrum Framework Overview:

- Explain the Scrum framework, including key ceremonies (e.g., Iteration Planning, Daily Stand-Up, Iteration Review, and Retrospective).
- Discuss the importance of Agile principles and values.

Kickoff Discussion Topics

1. Working Agreements:

- Create working agreements or team norms to guide behavior and collaboration.
- Discuss expectations for participation in meetings and ceremonies.

2. Communication and Collaboration:

- Establish communication channels (e.g. email, etc.).
- Discuss how the team will collaborate and share updates.
- Agree when the team meetings schedules (

3. Impediment Management:

- Discuss how the team will identify and manage impediments.
- Explain the Scrum Master's role in removing obstacles.

4. Feedback and Continuous Improvement:

- Emphasize the importance of feedback during Iteration Reviews and Retrospectives.
- Discuss how the team will use feedback to improve processes and outcomes.

5. Definition of Ready , Definition of Done

- a. Build together the definitions

6. Next Steps:

- Outline the immediate next steps, including scheduling the first Iteration Planning meeting.

After Kickoff

1. Send out Meeting minutes

- a. Main agreements
- b. Create Team profile

2. Set up calls:

- Refinement
- Daily
- Retro
- Planning

3. Set up team channels

Potential resources to share:

<https://play.vidyard.com/Kho26PqLXkBdM2LDNGrUpq>