

Process Overview

1. Project schedule and effort

The sprints are 2 weeks long, and each team member has allocated 25h of time per sprint.

Project Schedule:

- Sprint 0: 31.10. - 14.11.
- Sprint 1: 14.11. - 28.11.
- Sprint 2: 28.11. - 12.12.
- Project Review 1: 12.12.
- Sprint 3: 2.1.-16.1.
- Sprint 4: 16.1.-30.1.
- Sprint 5: 30.1.-13.2.
- Sprint 6: 13.2.-27.2.
- Project Review 2: 27.2.-1.3.
- Sprint 7: 27.2.-13.3.
- Sprint 8: 13.3.-27.3.
- Project Review 3: 29.-31.3.

2. Recurring events of the Sprints

2.1 Sprint Planning

The Sprint planning is held every other Monday, at the start of the sprint in F-Secure premises. The team members, scrum master and PO will be present. The goal of the sprint, and the backlog items to be completed are decided during the planning.

Every Tuesday following a sprint planning, the development team will continue the planning internally by deciding how to complete the chosen backlog items during the team work session.

2.2 Sprint Review

The Sprint review is held every other Monday, before the next sprint planning. The review of the previous sprint is combined with the planning of the next sprint. The development team demonstrates the result of the sprint, and the PO inspects the written software.

2.3 Sprint Retrospective

Every Tuesday following a sprint planning, the development team will have a retrospective. They will work toward improving the development process in the future sprints.

2.4 "Daily" Scrums

The development team will meet every Tuesday for a "Daily Scrum" sync, and have a remote sync every Thursday in Flowdock.

2.5 Teamwork sessions

The team will meet every Tuesday to have a face-to-face sync and work together on the stories on the Sprint. If this is the first week of the sprint, we will have a retro and more detailed planning of the stories in the sprint. If there is time, the work will start right after the second planning.

If this is the second week of the sprint we will focus on sharing information that the team members have learned since the previous Tuesday, discuss tasks that need to be discussed together with the entire team and continue work on the stories together.

3. Other main practices and tools

3.1 Testing and other quality assurance practices

Any non-trivial change to the code base must be reviewed and accepted by at least two other team members. Unit tests, integration tests and system tests will be written wherever appropriate. Code changes that break tests will not be merged.

[Definition of Done](#)

3.2 Communication channels

The main communication method of the development team is the Flowdock chat, where they share ideas and discuss things in general, and hold the weekly remote sync. Skype is used for communication with our Product Owner.

In addition to this, the whole team gets together once per week and subteams schedule meetings when necessary.

3.3 Backlog management

The development team and the PO are using Agilefant for backlog management. When crafting the sprint backlog, the development team can choose to divide a story into several task.

3.4 Time tracking

Agilefant is used for time tracking by the development team. Each team member will update the time spend on each story after a work session.

3.5 Version control

We are using git in combination with Gitlab for version control. We have a central upstream repository and personal forks. The aim is to always have production quality code in the master branch.