Task 3: Role Assignment and Ceremonies in Scrum

# Role Assignments

Describe what are the responsibilities of each role.

## Product Owner

* Role Description: oversees for product outcome and represents stakeholders and customers.
* Role Responsibilities: -
  + Setting strategies and direction of product development
  + Working closely with stakeholders to bring in their perspective into the final outcome
  + Assignment of priorities in the backlog

## Scrum Master

* Role Description: Ensure team synergy and management of scrum process
* Role Responsibilities:
  + Facilitate daily stand-ups
  + Maintain sprint activities and documentations
  + Handling admin tasks and address external factors

## Development Team

* Role Description: Individual contributors with high level skills in their respective field, such as Design, programming, UI/UX design, testing etc.
* Role Responsibilities:
  + Responsible for conversion of ideas into sellable products
  + Update the product according to user feedback

# Ceremonies

Describe who needs to attend, when does the event happen, is it a recurring event, how long does it take and what is the purpose.

All the ceremonies are critical and important for the project success. These ceremonies are important for timely communication, integrate transparency and instill accountability.

## Sprint Planning

* Participants: Product owner, Scrum master, Development team
* At what time: at beginning of sprint activity
* Frequency: Once per sprint
* How Long: Depends on sprint duration, ideally 1 hour for 5 working days
* Purpose: This is official kick off meeting for the sprint. Team reviews backlog and estimates the time taken by tasks to be able to integrate tasks into current sprint according to priorities.

## Daily stand-up

* Participants: Product owner, Scrum master, Development team
* At what time: start of the working day
* Frequency: once per day
* How Long: Short meeting no longer than 15 mins.
* Purpose: Quick update meeting about the yesterday’s work and today’s work plan. Also discuss any potential threats and obstacles.

## Sprint Review

* Participants: Product owner, Scrum master, Development team
* At what time: end of each sprint
* Frequency: Once per sprint
* How Long: Ideally 1 hr, but depends on business updates
* Purpose: Discuss the outcome of sprint and perform demo of the outcome. Inform stakeholders about the progress, as well as uncompleted tasks and solutions.

## Sprint Retrospective

* Participants: Product owner, Scrum master, Development team
* At what time: end of each sprint
* Frequency: Once per sprint
* How Long: Ideally 1 hr, but depends on business updates
* Purpose: To discuss what worked and what did not and needs improvement. Collect the lessons learned and proceed towards next sprint with action plan to avoid the mistakes.