1. .Explain Roles and Responsibilities of Scrum Master, Product Owner, and Developer Team

Scrum Master:

- Facilitates Scrum framework and processes  
- Ensures team follows Scrum principles and values  
- Removes impediments and obstacles to progress  
- Protects team from external distractions and interruptions  
- Coaches team on Scrum practices and agile mindset  
- Facilitates Sprint Planning, Daily Scrum, Sprint Review, and Sprint Retrospective  
- Ensures effective communication and collaboration within the team

Product Owner:

- Responsible for the Product Backlog, including:  
    - Creating and refining user stories and acceptance criteria  
    - Prioritizing and ordering items in the backlog  
    - Ensuring the backlog is up-to-date and visible to the team  
- Acts as the voice of the customer and stakeholders  
- Makes decisions about product features and requirements  
- Ensures the team has a clear understanding of the product vision and goals  
- Available to answer questions and provide clarification on product backlog items

Developer Team:

- Develops and delivers working software in each Sprint  
- Collaborates to complete tasks and achieve Sprint Goals  
- Estimates effort and complexity of backlog items  
- Participates in Sprint Planning and commits to Sprint Goals  
- Works collaboratively to resolve issues and overcome obstacles  
- Continuously improves processes and practices  
- Delivers high-quality software that meets the Definition of Done (DoD)

1. Write Two Scripts on daily standup meetings

Script 1:

**Meeting Start Time: 9 AM**

**Scrum Master: (Coach/Mentor/Facilitator)**

* Good Morning team, let's start our daily stand-up meeting.
* Keep your updates short and clear.
* Share your tasks for today.
* Highlight any blockers you have.
* Let's start with Neha for the updates.

**Neha:**

* Yesterday, I worked on improving the search functionality.
* Today, I will focus on optimizing the database queries.
* No blockers from my side.

**Kiran:**

* Yesterday, I worked on the notification system.
* Today, I will be working on the email templates.
* .No blockers currently

**Vishal:**

* Yesterday, I worked on the API for the new feature.
* Today, I will continue with the API development.
* I am having trouble with the API response time.

**Scrum Master:**

* Thank you for the updates. If anyone has issues or needs further discussion, please stay back for clarification.

**Meeting End Time: 9:15 AM**

**Script 2:**

Meeting Start Time: 9 AM

**Scrum Master: (Coach/Mentor/Facilitator)**

* Good morning team, let's start the daily stand-up meeting.
* Keep your updates brief and to the point.
* Discuss your plans for today.
* Mention any blockers you're encountering.
* Let's begin with Priya for the updates.

Priya:

* Yesterday, I worked on the user profile page.
* Today, I will focus on the settings page.
* I don't have any blockers.

Raj:

* Yesterday, I completed the integration of the payment gateway.
* Today, I will start working on the refund process.
* No blockers at the moment.

Amit:

* Yesterday, I was testing the new feature release.
* Today, I will be preparing the deployment.
* I am facing an issue with the deployment script.

Scrum Master:

* Thank you all for the updates. For any issues or challenges, please stay back after the meeting for further discussion.

Meeting End Time: 9:15 AM