Week 6 Research: Agile

# Roles

Product Owner

Product Owners are the middlemen between the engineering team, the business team, and the stakeholders. They have the final say in major decisions and oversee what the scrum team is working on. They will have diverse experience, with insights into both business and engineering.

Developer

An essential part of an agile team, there are many developers on one team. The developers build, program, test, and debug the product.

Scrum Master

Like a direct manager for a particular scrum. The scrum master coordinates daily stand-up meetings and coaches the team to keep them focused and on track. They manage sprint reviews and remove roadblocks that might end up hurting the team’s progress.

Team Leader

The Team Leader oversees the entire team working on different scrums. They are the middleman between the different scrums. This ensures that each team knows what is needed for a project.

Stakeholders

The Stakeholders are the individuals who have interests invested in the projects being worked on. There are external and internal stakeholders. Internal stakeholders include employees, managers, and executives. External stakeholders can include customers, suppliers, partners, and investors.

Integrator

Usually only needed on large-scale projects. The Integrator will combine many different separate teams’ works into a cohesive unit.

Tester

Works with the product owners to test the product before it is shipped to customers.

UX Designer

Works with the product owners to design aspects of the product.

# Ceremonies

Sprint Planning

This is the plan for an upcoming sprint. The development team will plan what work will be completed. The Sprint Planning is completed before each sprint to prepare the team. The Scrum Master or the Product Owner will lead the Sprint Planning. It is common for the Sprint meeting to equate one hour of meeting time to one week of work.

Sprint

The crucial, time-boxed periods where work is actually completed. All the other ceremonies prepare and reflect for the sprint to be successful and on track.

Daily Stand-Up

This quick 15 minute meeting happens every day of the sprint before the work day. It is common for these meetings to talk about three topics: what was completed the previous day, what is being worked on today, and what is blocking the team from completing a task.

Sprint Review

The Sprint Review allows the development team to receive feedback from stakeholders. The development team will showcase the work done in the sprint to the stakeholders, and field questions and concerns. Here, adjustments can be made. This meeting usually happens at the end of a sprint or a project. Similar to Sprint Planning, the Sprint Review should last one hour per every work week.

Sprint Retrospective Meeting

This meeting always happens after the Sprint Review. The development team will reflect on the past sprint and discuss what went well that sprint and what could be improved in the next sprint. These meetings usually last for 45 minutes for each work week.

# Artifacts

Product Backlog

List of features, improvements, bug fixes, tasks, and other work requirements needed to build a product. It is comprised of data from customer support, competitor analysis, market demand, and general business analysis. Different teams can update the backlog based on what they see fit.

Sprint Backlog

Contains a set of product backlog tasks that are selected to be implemented in the next sprint. A sprint backlog is created by selecting a task from the product backlog and breaking it up into smaller steps.

Product Increment

The product increment is the deliverable product that was completed from the backlog tasks. The increment is already determined from the beginning of the sprint, so the team and the shareholders should already have an idea of what to expect from the increment.

Burndown Chart

Tool sometimes used during a sprint session so the team can see which tasks are completed at which speeds. This is helpful for gauging which tasks should be prioritized over others.

Product Vision

The long term goal of the project. This is a guide that will help the team stay on track and focused on the end goal of a product.