

## 1.What is Scrum in Agile?

Scrum is a framework within the broader Agile methodology, used to manage and complete complex projects, typically in software development. It helps teams work together by encouraging:

- Iterative development
- Incremental delivery
- Frequent inspection and adaptation
- Team collaboration
- Transparency and accountability

Scrum is based on sprints, which are short, time-boxed iterations (usually 2–4 weeks) where a potentially shippable product increment is created.

### Scrum Roles

There are three main roles in Scrum:

1. **Product Owner** – Defines the product vision, manages the product backlog, and prioritizes tasks.
2. **Scrum Master** – Facilitates the Scrum process, removes blockers, and ensures the team follows Scrum practices.
3. **Development Team** – A cross-functional group that does the actual work (design, code, test, etc.).

### Scrum Artifacts

These are the "things" the team works with in Scrum:

1. **Product Backlog:**  
A prioritized list of everything the product needs (features, bugs, tasks).  
Owned by the Product Owner.

## **2. Sprint Backlog:**

A list of tasks selected for the current sprint. Owned by the Development Team.

## **3. Increment:**

The working product created in the sprint – must be potentially releasable.

## **2.What are the Meetings in Agile (Scrum)?**

Scrum has 5 main events (ceremonies/meetings):

### **1. Sprint Planning**

- **Purpose:** Define what can be delivered in the upcoming sprint and how it will be achieved.
- **Participants:** Scrum Team (Product Owner, Scrum Master, Development Team)
- **Output:** Sprint Goal and Sprint Backlog

### **2. Daily Scrum (Stand-up)**

- **Purpose:** Synchronize the team's progress and plan the next 24 hours.
- **Duration:** 15 minutes
- **Participants:** Development Team (Scrum Master and Product Owner may attend but don't usually talk)

### **3. Sprint Review**

- **Purpose:** Inspect the completed work and adapt the product backlog if needed.
- **Participants:** Scrum Team + Stakeholders
- **Output:** Feedback on the product increment

## 4. Sprint Retrospective

- **Purpose:** Reflect on the sprint and identify ways to improve.
- **Participants:** Scrum Team
- **Output:** Action items for process improvement

## 5. The Sprint (itself)

- This is not a meeting, but it's a **time-boxed iteration** (usually 2–4 weeks) during which work is done.
- A new sprint starts immediately after the previous one ends.

### Common Tools Used in Scrum

Tool	Use
Jira	Create/manage product & sprint backlogs
Trello	Visual board for task tracking
Azure DevOps	Scrum board and CI/CD
Miro / Mural	Online whiteboards for retrospectives/planning
Confluence	Documentation and team collaboration