Task 3: Role Assignment and Ceremonies in Scrum

# Role Assignments

Describe what are the responsibilities of each role.

## Product Owner

* Role Description: Define user stories, prioritize backlog items, and provide clear requirements.
* Role Responsibilities: Represents the customer and stakeholders, defines and prioritizes the product backlog, and ensures the team is delivering value to meet user needs.

## Scrum Master

* Role Description: Conduct daily stand-ups, organize sprint planning and review meetings, and shield the team from distractions.
* Role Responsibilities: Facilitates the Scrum process, ensures the team adheres to Scrum principles, removes obstacles, and fosters a productive and collaborative environment.

## Development Team

* Role Description: Collaborate on sprint planning, complete user stories during sprints, and ensure the product increment meets the Definition of Done.

* Role Responsibilities: Self-organizing cross-functional team responsible for delivering the product increment.

# 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.

## Sprint Planning

* Participants: Product Owner, Scrum Master, Development Team.
* At what time: At the beginning of each sprint.
* Frequency: Yes, at the start of every sprint.
* How Long: Usually 2-4 hours for a 2-week sprint.
* Purpose: Define the scope of work for the upcoming sprint.

## Daily stand-up

* Participants: Development Team, Scrum Master (optional), Product Owner (optional).
* At what time: Daily, typically at the same time and place.
* Frequency: Yes, every day during the sprint.
* How Long: 15 minutes or less.
* Purpose: Share progress, discuss obstacles, and synchronize the team's work.

## Sprint Review

* Participants: Product Owner, Scrum Master, Development Team, Stakeholders, Users.
* At what time: At the end of each sprint.
* Frequency: Yes, at the end of every sprint.
* How Long: 1-2 hours for a 2-week sprint.
* Purpose: Present the completed work from the sprint to stakeholders and gather feedback.

## Sprint Retrospective

* Participants: Scrum Master, Product Owner, Development Team.
* At what time: After the Sprint Review, before the next Sprint Planning.
* Frequency: Yes, after each sprint.
* How Long: 1-2 hours.
* Purpose: Reflect on the sprint process and identify areas for improvement.