EAP Sprint Guide for Interns

Purpose

This guide explains how the Scrum team works during the EAP project and what is expected from team members in each sprint.

Shared responsibility

All team members contribute to building, testing, improving, and operating the product, and share responsibility for achieving the Sprint Goal.

Product Owner role

One team member acts as the **Product Owner**.

The Product Owner is responsible for:

- defining and ordering the Product Backlog;
- clarifying requirements and acceptance criteria;
- making scope and priority decisions;
- representing stakeholder interests within the team.

The Product Owner role is held by a **team member**, not by staff.

Staff may act as stakeholders or advisors, but they do **not** make product decisions.

Scrum Master role

One team member acts as the **Scrum Master**.

The Scrum Master is responsible for:

- facilitating Scrum events;
- ensuring Scrum rules and timeboxes are respected;
- helping the team identify and remove impediments;
- supporting collaboration and transparency within the team.

The Scrum Master is a **team role**, not a staff role.

Staff members act as **Scrum Coaches**. They support and challenge the Scrum Master, but they do not run Scrum events or take over the Scrum Master's responsibilities.

Professional responsibility

Software development in a professional environment includes dealing with:

- defects,
- operational issues,
- delivery problems,
- unexpected behaviour in systems or pipelines.

Teams are expected to handle these situations calmly, transparently, and professionally as part of normal software development work.

Scrum ceremonies

Details of Sprint Planning, Daily Scrum, Sprint Review (Demo), and Retrospective are applied as agreed within the team and guided by the Scrum Master.