Task 3: Role Assignment and Ceremonies in Scrum

# Role Assignments

Describe what are the responsibilities of each role.

## Product Owner

* Role Description: The PO is the sole responsible person for managing the Product Backlog. PO makes sure the requirements for the interplanetary video conferencing application is stated and acts as the stakeholder, providing feedback as the project progresses.
* Role Responsibilities:

1. The PO may be assisted by Technical POs to manage the Product Backlog, but PO remains accountable
2. Creating and clearly communicating Product Backlog items (Epics/Features/User Stories)
3. Prioritize Features and stories according to the market value
4. Accepts or rejects the work
5. Decides what is desired in a release after consulting all the stakeholders

## Scrum Master

* Role Description: Scrum master is a central figure within a project. His principal responsibility is to eliminate all the obstacles that might prevent the team from working efficiently. His role is to report to the product owner and manage the development team.
* Role Responsibilities:

1. Is a Change Agent - Gathers support from everyone to make sure that change is accepted
2. Is a Coach – Train, mentor and make the team speak the same language
3. Is a Protector – Protects the team from the outside interferences
4. Is a Problem Solver – Works with stakeholders to escalate / resolve impediments so that the team achieve the sprint goal
5. Is a Process Owner – Teach Scrum to everyone and ensure that the right things are done the right way
6. Is a true leader who serve the Scrum Team and the larger organization

## Development Team

* Role Description: refers to anyone who plays a role in the development and support of the system or product, and can include researchers, architects, designers, data specialists, statisticians, analysts, engineers, programmers, and testers, among others.
* Role Responsibilities:

1. A cross functional and self-managing team
2. Empowered and autonomous
3. Creating a plan for the Sprint, the Sprint Backlog;
4. Instilling quality by adhering to a Definition of Done;
5. Adapting their plan each day toward the Sprint Goal; and,
6. Holding each other accountable as professionals.

# 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: Scrum Masters, Product Owners,Architects, Development team.
* At what time: 8am
* Frequency: First Wednesday
* How Long: 2 Hours
* Purpose: Team Selects Refined and Ready User Stories based on prioritization, commits for the sprint and comes up with the sprint goal.

## Daily stand-up

* Participants: Scrum Masters, Product Owners, Development team.
* At what time: 8am
* Frequency: Daily ( except 1st and last day of Project)
* How Long: 15 mins
* Purpose: Update on the progress of sprint goal

## Sprint Review

* Participants: Scrum Masters, Product Owners,Architects, Release Managers,Stakeholders,Product Managers, Development team.
* At what time: 8am
* Frequency: Once in a Sprint
* How Long: 1 hr
* Purpose: Team demonstrates user stories completed during the sprints, takes feedback and includes the feedback in the sprint backlog for use in future sprints.

## Sprint Retrospective

* Participants: Scrum Masters, Product Owners,Architects, Development team.
* At what time: 8am
* Frequency: Last Thursday
* How Long: 1 hr
* Purpose: Team comes together to understand the areas of success and improvements and take action items