



Scrum Guide

1. Resources
 2. Roles and Responsibilities
 - 2.1. Product Owner
 - 2.2. Scrum Master
 - 2.3. Development Team
 3. Sprint Stand-Ups
 4. MoSCoW Prioritisation
 5. Task Assignment
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1. Resources [🔗](#)

Product Owner:

- [I'm a New Product Owner! What Are My Responsibilities?](#)
- [6 Key Product Owner Responsibilities | Lucidchart Blog](#)
- [How to use Jira as a Product Owner | Atlassian Jira - YouTube](#)

Scrum Master:

- [Scrum Master Roles and Responsibilities \[2025\] | Simplilearn](#)

Pull Requests:

- [Reviewing proposed changes in a pull request - GitHub Docs](#)
- [About merge conflicts - GitHub Docs](#)
- [Resolving a merge conflict on GitHub - GitHub Docs](#)
- [Resolving a merge conflict using the command line - GitHub Docs](#)

Jira:

- [Jira tutorials: Learn agile with Jira](#)
- [Get Started with Jira - Comprehensive Beginner's Guide](#)

GitHub:

- Video: [Git Clone, Commit, Sync And Push Change Using Visual Studio Code | VS Code Git @CodingKnowledge](#)
- [Introduction to Git in VS Code](#)
- [Creating a pull request - GitHub Docs](#)
- [git - How to create development branch from master on GitHub - Stack Overflow](#)

Extras:

- [Differences Team Lead vs. Scrum Master: Can you do both?](#)
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2. Roles and Responsibilities [🔗](#)

2.1. Product Owner [🔗](#)

The **Product Owner** is responsible for:

- Managing & prioritising **product backlog** (the list of tasks and features to be developed).

- Essentially you'll be the temporary Task Manager, but without assigning tasks.
- Ensuring the project meets **client's expectations**.
- Refining requirements based on feedback.
- Defining acceptance criteria for tasks in Jira.
- Communicating regularly with stakeholders & the development team.

2.2. Scrum Master [🔗](#)

The **Scrum Master** is responsible for:

- Facilitating **daily stand-ups, sprint planning, & retrospectives**.
- Removing obstacles & blockers.
- Ensuring the team follows Agile principles & best practices.

2.3. Development Team [🔗](#)

The **Development Team** is responsible for:

- Implementing features based on Sprint Backlog.
 - Reviewing & refining tasks during stand-ups and sprint planning.
 - Updating task progress in Jira.
 - Only modifying code in your own branch.
 - Creating, reviewing, and merging pull requests
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3. Sprint Stand-Ups [🔗](#)

Stand-ups are **daily meetings (10-15 minutes)** where each team member answers 3 questions:

1. What did I work on yesterday?
2. What will I work on today?
3. Do I have any blockers preventing progress?

Purpose of stand-ups is to:

- Keep team aligned on progress.
 - Identify & resolve blockers quickly.
 - Ensure everyone knows what their teammates are working on.
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4. MoSCoW Prioritisation [🔗](#)

Tasks and features are prioritised using the **MoSCoW** method:

- **Must-have** - Critical for the project's success. These features must be included.
 - **Should-have** - Important but not critical. Should be implemented if time allows.
 - **Could-have** - Nice to have. Will be added only if there's extra time.
 - **Won't-have** - Out of scope for current sprint but may be considered later.
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5. Task Assignment [🔗](#)

Tasks are managed and tracked in **Jira**.

1. Task Assignment

- Tasks are assigned to individual team members based on expertise & workload.
- Team members can **self-assign tasks** if they are available and suited for them.
- The Scrum Master ensures **balanced workload** among team members.

2. Task Tracking

- Team members update task status in Jira (**To Do, In Progress, Ready For Review, In Review, Reopened, Rework in Progress, Done**).
- Code reviews and pull requests are handled before marking tasks as complete.