Task 3: Role Assignment and Ceremonies in Scrum

Role Assignments

Describe what are the responsibilities of each role.

Product Owner

The Product Owner is responsible for the product vision and ensuring that the team delivers value to the end user. They are responsible for creating the Product Backlog, which is a list of all the features and functionality that the product should have.

- **Role Description:** The Product Owner is the voice of the stakeholder/customer. They are responsible for understanding the needs of the users and translating those needs into requirements for the development team.
- **Role Responsibilities:**
    a. Create the Product Backlog.
    b. Prioritize the Product Backlog.
    c. Work with the development team to estimate the work in the Product Backlog.
    d. Approve the work that will be done in each sprint.
    e. Review the work that is done in each sprint.
    f. Gather feedback from users and stakeholders.

Scrum Master

The Scrum Master is responsible for facilitating the Scrum process and ensuring that the team is following the Scrum framework. They are also responsible for removing any impediments that are preventing the team from being successful.

- **Role Description:** The Scrum Master is a servant leader who helps the team to be successful. They are responsible for creating a culture of continuous improvement and helping the team to learn and grow.
- **Role Responsibilities:**
    a. Facilitate Scrum meetings.
    b. Remove impediments.
    c. Promote continuous improvement.
    d. Help the team to learn and grow.

Development Team

The Development Team is responsible for developing the product. They are self-organizing and cross-functional, meaning that they have all the skills necessary to complete the work.

- **Role Description:** The Development Team is the people who actually build the product. They are responsible for translating the Product Backlog into working software.
- **Role Responsibilities:**
    a. Build the product.
    b. Estimate the work in the Product Backlog.
    c. Plan the work in each sprint.
    d. Deliver the product at the end of each sprint.

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

print Planning is a meeting that is held at the beginning of each sprint. The purpose of Sprint Planning is to create a plan for the work that will be done in the sprint.

- Participants: Product Owner, Scrum Master, Development Team.
- At what time: At the beginning of each sprint.
- Frequency: Recurring.
- How Long: 4 hours for a 1-week sprint.
- Purpose: Create a plan for the work that will be done in the sprint.

Daily stand-up

The Daily Stand-up is a short meeting that is held every day. The purpose of the Daily Stand-up is to synchronize the work of the Development Team and to identify any impediments.

- Participants: Development Team
- At what time: At the same time every day
- Frequency: Daily
- How Long: 15 minutes
- Purpose: Synchronize the work of the Development Team and identify any impediments.

Sprint Review

The Sprint Review is a meeting that is held at the end of each sprint. The purpose of the Sprint Review is to demonstrate the work that has been done in the sprint and to get feedback from stakeholders.

- Product Owner, Scrum Master, Development Team, Stakeholders
- At what time: At the end of each sprint
- Frequency: Recurring
- How Long: 2 hours for a 1-week sprint
- Purpose: Demonstrate the work that has been done in the sprint and get feedback from stakeholders

Sprint Retrospective

The Sprint Retrospective is a meeting that is held at the end of each sprint. The purpose of the Sprint Retrospective is to reflect on the sprint and to identify ways to improve the process.

- Participants: Product Owner, Scrum Master, Development Team
- At what time: At the end of each sprint
- Frequency: Recurring
- How Long: 1 hour for a 1-week sprint
- Purpose: Reflect on the sprint and identify ways to improve the process