1. What Are Sprints?

(From the subtitles)

subtitle (1)

A **Sprint** is a *time-boxed*, fixed-duration cycle (usually 1–4 weeks) in which the Scrum team completes a small portion of the product.

Purpose of a Sprint

- Deliver a small, working increment
- Create value early and often
- Receive customer feedback
- Adapt & improve continuously

What Happens Inside a Sprint?

A sprint includes four core activities:

1. **Sprint Planning**
2. **Daily Stand-ups**
3. **Sprint Review**
4. **Sprint Retrospective**

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2. Who Are the Players? (Scrum Roles)

Scrum has **three core roles**:
(Defined in multiple files)

subtitle

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1. Product Owner

- Voice of the customer
- Prioritizes the product backlog
- Decides *what* the team works on
- Maximizes value delivered in each sprint

Uses prioritization methods such as MoSCoW, Dot Voting, $100 Method, and Kano Analysis.

subtitle (6)

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2. Scrum Master

(Full explanation provided in subtitles)

subtitle

A **servant leader** who:

- Removes blockers

- Facilitates meetings

- Maintains Kanban/scrum tools

- Protects team from outside interruptions

- Coaches the team in Agile methods

- Ensures collaboration, communication, and discipline

- Acts as *guard, communicator, handler, coach*

Example:
If the team needs access to a server but is stuck waiting → Scrum Master gets it fixed.

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3. Development Team (Scrum Team)

- Cross-functional group that actually builds the product

- Decides *how* to do the work

- Self-organizing

- Collaborates daily

---

3. Sprint Charter

(Extracted)

subtitle (2)

A **Sprint Charter** is a *team working agreement* created before starting work.

What It Contains

1. **Who** – Team members, skills, strengths

2. **Why** – Project goals, value to customer

3. **How** – Rules of working, decision making

4. **Process** – Sprint length, meeting schedule, communication method

Purpose

- Builds trust & transparency

- Ensures team alignment

- Defines norms for collaboration

---

4. Sprint Planning

(Extracted)

subtitle (1)

A meeting at the start of each sprint where the team decides:

- **What** they will do (select user stories)

- **How** they will do it

- Estimate story points

- Sprint goal is finalized

Planning is based on:

- Product backlog priority

- Team velocity

- Team capacity

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5. Product Backlog & Backlog Refinement

(Extracted)

subtitle (1)

The **Product Backlog** is a **prioritized list of work items**.

Product Owner Responsibility

- Keeps backlog updated

- Reprioritizes after every sprint

Backlog Refinement Includes

- Adding new items

- Removing unnecessary ones

- Splitting large stories

- Updating priorities

---

6. User Stories

(Extracted)

subtitle (5)

User stories describe features from the *user's perspective*.

Example format:
As a user, **I want** a password reset option **so that** I can recover my account.

Why User Stories Matter

- Break work into small chunks

- Easy for customers to understand

- Guides developers with user value in mind

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7. Daily Stand-up

(Extracted)

subtitle (3)

A **15-minute** daily meeting with 3 simple questions:

1. What did I do yesterday?

2. What will I do today?

3. What blockers do I have?

Purpose:

- Ensures transparency

- Detects delays early

- Encourages team support

- Prevents last-minute surprises

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8. Sprint Review

(Extracted from your files)

Purpose:

- Show completed work to stakeholders

- Receive feedback

- Adjust product backlog

Focus: **Demonstrating the working increment**.

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9. Sprint Retrospective

(Extracted)
Agile Principle #12: Evaluate regularly and improve.

A meeting **after the review** where the team reflects on:

- What went well

- What didn't

- What improvements should be made

Purpose: **Continuous improvement**.

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10. Simplicity Principle

(Extracted)

subtitle (4)

Agile Principle:
"Simplicity — maximizing the work NOT done."

Meaning:

- Don't over-engineer

- Focus only on what creates value

- Build the MVP first

- Reduce waste (lean thinking)

Example:
Instead of designing 10 color themes, build only the default theme for the MVP.

---

11. Kanban Board

(Extracted from your files)

A visual board with columns, usually:

- Backlog

- To Do

- In Progress

- Review

- Done

Purpose:

- Track work across stages

- Identify bottlenecks

- Increase team transparency

Many Scrum teams use Kanban boards inside sprints.

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12. User Story Points & Team Velocity

(Extracted)

subtitle (5)

Story Points

A numeric estimate of effort.

Team decides:
1 point = 6 hours or any unit they agree on.

T-Shirt Sizing

Small, Medium, Large, XL estimates.

Team Velocity

How many story points a team completes per sprint.

Used to:

- Predict project completion date

- Plan future sprints

- Set realistic targets

Example (from file):
If velocity = 14 points per sprint
Backlog remaining = 80 points
→ 80 ÷ 14 ≈ 6 sprints left
→ 6 × 2 weeks = 12 weeks

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13. Burn Down & Burn Up Charts

(Extracted)

Burn Down Chart

Shows **remaining work** vs **time**.

Burn Up Chart

Shows **completed work** vs **total scope**.

Purpose:

- Track progress

- Forecast deadlines

- Visualize scope change

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14. Setting Priorities

(Extracted)

subtitle (6)

Techniques:

- **MoSCoW** (Must/Should/Could/Won't)

- **Kano analysis**

- **Dot voting**

- **$100 method**

Product Owner always finalizes the priority.

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15. Scrum Tools

Includes:

- Kanban boards

- Burndown charts

- Velocity charts

- Jira, Trello, Asana

- Reporting tools
  Scrum Master maintains these.

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16. Agile Organization Concepts

The Five Trademarks of Agile Organizations

(Extracted)

- North-star strategic vision

- Empowered teams

- Rapid decision cycles

- Dynamic people model

- Technology-driven processes

Being Agile vs Practicing Agile

Being Agile = mindset
Practicing Agile = applying tools

Servant Leadership

A leadership style where the leader **serves the team** instead of commanding them.

Distributed Teams

Scrum still works even if the team is remote:

- Requires extra communication discipline

- Use of digital boards

- Clear working agreements

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17. FINAL COMBINED SUMMARY

Agile is a flexible, iterative approach focusing on **delivering customer value early and continuously**. Scrum is the most widely used Agile framework, built on short cycles called **sprints**, clear roles, prioritized backlog, daily communication, and continuous improvement.

Teams estimate effort using **story points**, track progress through **images and charts**, and follow principles such as **simplicity, collaboration, customer involvement**, and **responding to change**.

Agile organizations use servant leadership, empowered teams, and technology to adapt quickly and innovate continuously.