To introduce yourself to Scrum, do some research and answer the following questions.   
Answer the questions in your own words and cite your sources.

All info was pulled from here: <https://www.scrumguides.org/scrum-guide.html>

1. The 3 main roles in a Scrum Team are the Scrum Master, Product Owner and Development Team. In your own words, describe what each are responsible for.

**Scrum Master** – This person helps the business to understand what Scrum principles are and makes sure team members follow those principles and guides. They guide product owners and development teams through Scrum events. This person is also not the manager of the team. Instead, they just facilitate a different role on the team and help keep everyone, and everything, agile.

**Product Owner** – This person is responsible for managing the work that the development team will complete. They will prioritize the work in a product backlog that best fits the business needs. Their responsibility is not to assign work to the sprint, but rather outline it and prioritize it.

**Development Team** – These are the workers bees. Work will be assigned to team members each sprint. It is their responsibility to have the work in a state of ‘Done’ by the end of the sprint.

1. Four main events of Scrum are the Sprint Planning Meeting, Daily Scrum, Sprint Review Meeting, and the Sprint Retrospective Meeting. In your own words, describe what the purpose of these meetings are and what happens in each.

**Sprint Planning Meeting** – This meeting is where everyone on the Scrum team decides what work will be part of the next sprint. Work from the product backlog is reviewed and organized in a manner to make sure any work going into the sprint can be set to a status of ‘Done’.

**Daily Scrum** – This is a quick, 15min or so, daily meeting to make sure all team members are on the same page. They talk about what has been completed, what’s being working, and what is being worked on next (in relation to the current sprint).

**Sprint Review Meeting** – This event is held at the end of each sprint. All team members and some select stakeholders are allowed to participate. The work from the sprint will be reviewed by all attendees. At this point, discussions of what right/wrong can be handled, and if needed, new work can be created for the product backlog.

**Sprint Retrospective Meeting** – This is a team meeting only and talks about what went right/wrong with the team during the last sprint. Typically, the discussion is not work related, but relates more to team dynamics. For example, maybe a team member cannot finish work because support calls increased during this last sprint. The team could address spreading that work around so one person is not bogged down.

1. According to Scrum, what is the ‘Definition of Done’?

This is a shared definition among all team members that they can assign to their work. The team will define what ‘Done’ means and apply it their work. For example, how do we know when work is ‘Done’? Is it ‘Done’ when the work is sent over to the QA team (could be), or is it ‘Done’ when the product is delivered to the client? Depending on how the team functions will determine how the word ‘Done’ is defined.

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| Criteria | Ratings |
| Assignment is free from spelling and grammatical errors AND sources are cited properly. | 5 3 1 0 |
| Question 1 is answered thoroughly with evidence of learning. | 5 3 1 0 |
| Question 2 is answered thoroughly with evidence of learning. | 5 3 1 0 |
| Question 3 is answered thoroughly with evidence of learning. | 5 3 1 0 |
| TOTAL POINTS POSSIBLE | **20** |