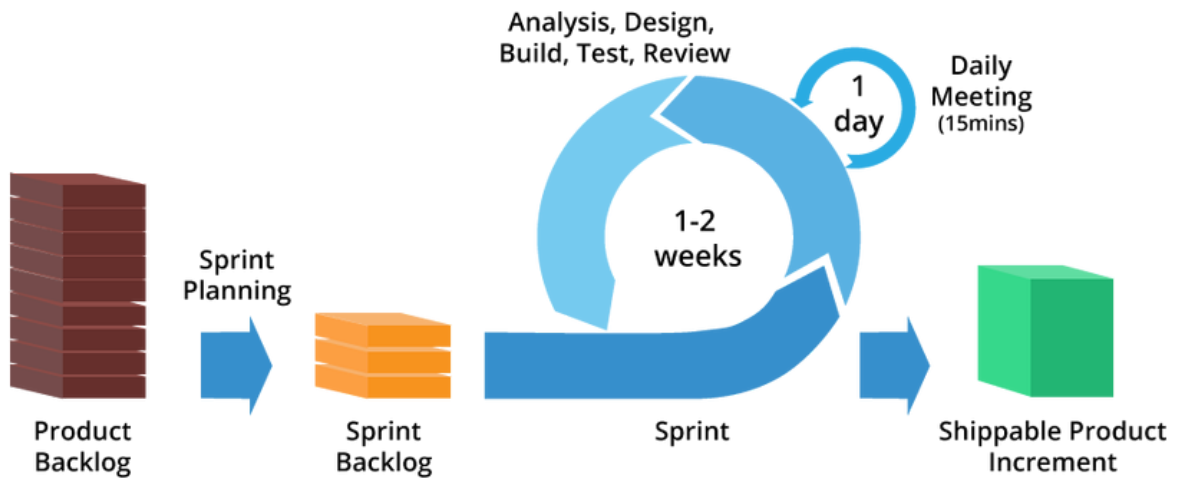


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# Agile Software Development



## Roles:

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- **Product Owner:** responsible for defining the product backlog, prioritising features, and ensuring they align with the company's strategic goals.
- **Scrum Master:** responsible for facilitating the Scrum process, removing obstacles, and coaching the development team.
- **Development Team:** responsible for delivering a potentially releasable product increment at the end of each sprint.

## Activities:

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- Sprint Planning: This is a 2-hour/week time-boxed meeting where the development team and product owner determine what can be delivered in the next sprint, with a focus on delivering value to the customers.
- Daily Scrum: This will be a 15-minute time-boxed meeting where the development team will provide updates on their progress and plans for the next 24 hours, ensuring all team members are aligned and any blockers are addressed.
- Sprint Review: This is a 2-hour time-boxed meeting where the development team showcases what they have delivered during the sprint and collects feedback from stakeholders, including customers.
- Sprint Retrospective: This is a 1-hour time-boxed meeting where the development team and Scrum Master reflect on the sprint and identify areas for improvement, with a focus on increasing efficiency and effectiveness in serving the customers.
- Backlog Refinement: This is an ongoing activity where the product owner and development team maintain and refine the product backlog, ensuring it aligns with the evolving needs of the project.

## Time Duration:

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- Sprint: The sprint is a time-boxed period, typically one to four weeks, during which the development team delivers a potentially releasable product increment, with a focus on delivering value to IT customers. The time duration may change according to the feature being developed
- Product backlog refinement: This is an ongoing activity with no specific time duration, but it is usually conducted before each sprint planning meeting, ensuring the backlog remains up-to-date with the changing needs of the project.

*Note: The time-boxed activities are strict and should not exceed the designated time limit, while the time duration of the sprint can be adjusted based on the needs of the development team and product backlog, with a focus on delivering the best possible experience for the customers.*