1. Scrum
2. Scrum itself is a simple framework for effective team collaboration on complex products. While the Scrum is most frequently used by software development teams, its principles and lessons can be applied to all kinds of teamwork. This is one of the reasons Scrum is so popular. Scrum helps teams structure and manage their work.
3. The Scrum Team consists of a Product Owner, the Development Team, and a Scrum Master. They are self-organizing and cross-functional.

The Product Owner

The Scrum Product Owner is a central role within the Scrum Framework. The product owner, representing the product's stakeholders and the voice of the customer (or may represent the desires of a committee), is responsible for delivering good business results. The product owner should focus on the business side of product development and spend the majority of their time liaising with stakeholders and the team. The product owner should not dictate how the team reaches a technical solution, but rather will seek consensus among the team members. This role is crucial and requires a deep understanding of both sides: the business and the engineers (developers) in the scrum team.

The Development Team

The development team has from three to nine members who carry out all tasks required to build increments of valuable output every sprint.

Development Teams have the following characteristics:

* They are self-organizing.
* Development Teams are cross-functional, with all the skills as a team necessary to create a product Increment.
* Scrum recognizes no titles for Development Team members.
* Scrum recognizes no sub-teams in the Development Team.
* Individual Development Team members may have specialized skills and areas of focus, but accountability belongs to the Development Team as a whole.

The Scrum Master

The Scrum Master is a servant-leader for the Scrum Team. The Scrum Master helps those outside the Scrum Team understand which of their interactions with the Scrum Team are helpful and which aren’t. The Scrum Master helps everyone change these interactions to maximize the value created by the Scrum Team.

Some of the core responsibilities of a scrum master:

* Helping the product owner maintain the product backlog in a way that ensures the needed work is well understood so the team can continually make forward progress
* Helping the team to determine the definition of done for the product, with input from key stakeholders
* Coaching the team, within the Scrum principles, in order to deliver high-quality features for its product
* Promoting self-organization within the team
* Helping the scrum team to avoid or remove impediments to its progress, whether internal or external to the team
* Facilitating team events to ensure regular progress
* Educating key stakeholders on Agile and Scrum principles

1. Scrum prescribes four formal events for inspection and adaptation, as described in the Scrum Events section of this document:

The Sprint

A sprint is the actual time period when the scrum team works together to

finish an increment. Two weeks is a pretty typical length for a sprint, though

some teams find a week to be easier to scope or a month to be easier to deliver

a valuable increment.

Sprint Planning

At the beginning of a sprint, the scrum team holds a sprint planning event to:

* Mutually discuss and agree on the scope of work that is intended to be done during that sprint
* Select product backlog items that can be completed in one sprint
* Prepare a sprint backlog that includes the work needed to complete the selected product backlog items
* Agree the **sprint goal,** a short description of what they are forecasting to deliver at the end of the sprint.
* The recommended duration is four hours for a two-week sprint
  + During the first half, the whole scrum team (development team, scrum master, and product owner) selects the product backlog items they believe could be completed in that sprint
  + During the second half, the development team identifies the detailed work (tasks) required to complete those product backlog items; resulting in a confirmed sprint backlog
    - As the detailed work is elaborated, some product backlog items may be split or put back into the product backlog if the team no longer believes they can complete the required work in a single sprint
* Once the development team has prepared their sprint backlog, they forecast (usually by voting) which tasks will be delivered within the sprint.

Daily Scrum

Sprint Review

Sprint Retrospective