**Task 3: Role Assignment and Ceremonies in scrum.**

**1.Role Assignments**

Describe what are the responsibilities of each role. In this document we focus on the three main roles. However, there are other roles that could be included in the project. For example, domain expert, an independent testing and audit team. The presence of these roles will depend on the size and type of the project.

**2.Product Owner**

**. Role Description:** The Product Owner represents the stakeholders of the project. • Role Responsibilities: The Product Owner is responsible for setg the strategic

direction for product development. The Product Owner is responsible for working closely with the stakeholders to bring their perspective to the project. The Product Owner is responsible for assigning the priorities to the backlog.

**• Role Description:** The Scrum Master ensures team coordination and manages the Scrum process.

1. **Role Responsibilities:** The Scrum Master facilitates daily stand-ups, maintains the sprint burn down chart and conducts sprint review and sprint retrospective. The Scrum Master is responsible for handling administrative tasks and shielding the team members from external interferences and distractions.

**3.Development Team**

**. Role Description:** The Development Team members are individual developers, whose skills might include product design, backend programming, testing, UI/UX programming and others. The skillsets will depend on the project.

Role Responsibilities: The Development Team is responsible for transforming the ideas and requirements defined by the Product Owner into tangible products.

**4.Sprint Planning**

• **Participants:** Product Owner, Scrum Master, Development Team.

• **At what time:** At the beginning of the sprint.

• **Frequency:** This event happens once in each sprint.

**• How Long:** Depends on the duration of the sprint. The rule of thumb is one hour per each week of sprint.

**. Purpose**: This is a kick-off meeting for the sprint. The team discusses the prioritized

**5.Sprint Review**

**Participants:** Product Owner, Scrum Master, Development Team.

At what time: At the end of the sprint

**• Frequency:** This event happens once in each sprint.

**•How Long**: 30-60 minutes

**•Purpose:** Focus is to discuss the product. Review results of the sprint, demo of what was implemented during the sprint, receive immediate feedback from project stakeholders, identify tasks that were not completed.

**6.Sprint Retrospective**

**• Participants:** Product Owner, Scrum Master, Development Team.

**•At what time:** At the end of the sprint

**• Frequency:** This event happens once in each sprint.

How Long: 60 minutes

**• Purpose:** Focus is to discuss the process. Review what worked for the team and what did not. What lessons can be learned from the sprint. Decide what and how should be changed in the way the team works together