Task 3: Role Assignment and Ceremonies in Scrum

# Role Assignments

Describe what are the responsibilities of each role.

## Product Owner

* Role Description: He is the owner of the product and represents the stakeholders of this product.
* Role Responsibilities: The owner is responsible to listen to the voice of the customers and is responsible for delivering good business results. He is accountable for product backlog and for maximizing the value of the team deliveries. The owner is responsible for handling the communication between the team and its stakeholders.

## Scrum Master

* Role Description: A scrum is facilitated by the scrum master. It oversees removing for impediments to the ability of the team to deliver product goals and deliverables.
* Role Responsibilities: 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. Coaching the team with scrum principles, to deliver high quality products.

## Development Team

* Role Description: The team consists of individual developers with necessary skills like Product design , testing , programming etc. depends on the project.
* Role Responsibilities: They are responsible for converting idea into final iteration.

# Ceremonies

Describe who needs to attend, when does the event happen, is it a recurring event, how long does it take and what is the purpose.

## Sprint Planning

* Participants: Product owner, scrum master, Development team.
* At what time: Beginning of the sprint
* Frequency: once in each sprint
* How Long: depends on duration of the sprint , but generally an hour per week.
* Purpose: This is the kick start meeting in which the team discuss the prioritized product backlog created by product owner. It identifies which modules from product backlogs can become sprint backlogs

## Daily stand-up

* Participants: Product owner, scrum master, Development team.
* At what time: Morning Session
* Frequency: Usually every working day
* How Long: around 15 min
* Purpose: The members updates on what they have completed yesterday, going to do today, any resolved dependencies

## Sprint Review

* Participants: Product owner, scrum master, Development team.
* At what time: End of the sprint
* Frequency: once in each sprint
* How Long: about an hour
* Purpose: review, discuss , demonstration of the product and take feedback from stakeholders, identify any short comings

## Sprint Retrospective

* Participants: Product owner, scrum master, development team
* At what time: At the end of the sprint
* Frequency: once in each sprint
* How Long: Less than an hour
* Purpose: discussion about what is worked, what’s not, what lessons learned during the sprint and some important takeaways for future references.