

1 The Product Owner:

- Owns the **Product Backlog**
- Is responsible for:
 - » Release date
 - » Content
- Communicates with:
 - » **Stakeholders**
 - » **Development Team**
- Accepts/rejects the results of a **Sprint** based on **Acceptance Criteria**



4 The Product Backlog:

- An ordered list of items, including features that deliver the **Product Vision**.
- Is always changing and evolving:
- Is maintained and updated by the product owner



7 The Sprint Planning Meeting:

- Facilitated by the **Scrum Master**
- During this meeting:
 - » The **Product Owner** presents the **Product Backlog** to the team, and answers questions as needed
 - » Effort to complete **User Stories** presented from the **Product Backlog** is estimated by the **Development Team**
 - » **User Stories** are selected for the next **Sprint**
 - » **Acceptance Criteria** are agreed upon to determine if the work produced at the end of the **Sprint** should be accepted or rejected

2 The Development Team is:

- A cross-functional team that fills all necessary roles
- Often sized between 5-9 members
- Is responsible for:
 - » **Product Quality**
 - » Implementing **Product Vision** functionalities into the product
 - » Preparing the **Sprint Review Meeting**
 - » Performing **Sprint Retrospectives**



8 The Daily Scrum:

- Is a daily stand-up meeting
- During this meeting, team members coordinate their work and communicate with the **Scrum Master**
- Each team member must talk, and each team member must answer the following questions:
 - » What did you achieve yesterday?
 - » What impediments did you face?
 - » What are you going to achieve today?
- Is a literal stand-up meeting, where participants do not sit and the entire meeting is strictly capped at 15 minutes to maintain productive focus.

5 The Sprint Backlog:

- The list of items to be completed during the **Sprint**
- These items are sourced from the **Product Backlog**
- These items:
 - » Are broken down into tasks to be completed by team members
 - » Are never assigned, but instead are pulled from the backlog and completed by individual team members
 - » If not completed are returned to the **Product Backlog** (not added to the next **Sprint**)
- All team members can access and modify the **Sprint Backlog**.

3 The Scrum Master:

- Owns the **Scrum Framework**
- Coaches all members to ensure best practice and process adherence (roles, **Artifacts**, **Sprints**, etc.)
- Assists
 - » The **Product Owner** in preparing the **Sprint Planning Meeting**
 - » The **Development Team** in preparing the **Sprint Review Meeting**
- Additionally, responsibilities include:
 - » Preparing and carrying out the Daily Scrum
 - » Protecting the Development Team from interference during a Sprint
 - » Coaching the Development Team to become more effective

9 The Sprint Review Meeting:

- Moderated by the **Scrum Master**
- During this meeting:
 - » Functional software is presented by the **Development Team** to the **Product Owner**
 - » The **Product Owner** either signs off on the deliverable or rejects it based on the **Acceptance Criteria** determined during the **Sprint Planning Meeting**
- This meeting is followed by a **Sprint Retrospective** which allows the **Development Team** to look back on the **Sprint** and collaboratively work to become more effective.

6 The Burndown Chart:

- A visual representation of the work remaining within the current **Sprint**
- It may be estimated in ideal hours or days, but it can also be estimated in **Story Points**
- The **Burndown Chart** is:
 - » The focal point of the **Daily Scrum**
 - » Is modified when needed, not just during the **Daily Scrum**

