

# AGILE CHEAT SHEET

## AGILE ROLES

Clear definitions of roles are crucial in order to maintain project integrity. A typical Agile team is broken down as follows:

**Scrum Master:** Facilitates communication and meetings. Eliminates roadblocks that are preventing the team from moving forward.

**Product Owner:** Manages the backlog and defines what "done" looks like. Has a solid understanding of the purpose of the product and its context.

**Developer:** Autonomously works through the backlog and brings blockers to Scrum Master's attention.

## SPRINTS

Each project is broken down into several sprints. A sprint is a unit of time (usually 2 weeks) where the team commits to completing a set of tasks from the backlog. Sprints are repeated until the project is finished.

## THE BACKLOG

The backlog is a list of individual tasks sorted by priority. The Product Owner prioritises the backlog and re-evaluates it before every sprint.

- Try not to edit the backlog too much between sprints; it's disruptive.
- It's okay to close out unfinished items if the backlog is too big. Just mark it as "out of scope" in the issue tracker to use for research later.

## SCRUM CEREMONIES

**Backlog Grooming:** Organise the backlog such that highest priority items are up top and will get worked on first. This makes sprint planning way easier.

**Sprint Planning:** Assess the team's capacity for the sprint and clearly communicate definition of done.

**Standups:** Regular 10-15 minute sessions to bring up any immediate roadblocks.

**Sprint Review/Demo:** Demo and/or feedback on what is finished.

**Retrospective:** Assessment of the effectiveness of finished product.