

1. Lay cards face up on the table.
2. Discuss each term as a group.
3. Match each term with its definition.
4. Once all the cards are matched, check your answers against the answer key.
5. Put the cards back in their envelope.



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# Acceptance Criteria

Details that indicate the scope of a user story and help the team and product owner determine done-ness.



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# Agile

The name coined for the wider set of ideas that Scrum falls within. These values and principles are captured in the Agile Manifesto.



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# Architect

This role does not exist on a Scrum team. Instead, all members are responsible for emerging the architecture.



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# Burn-Up Chart

A visible chart to show progress across sprints toward a release.



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# Commitment

The Scrum Value in which people personally pledge to achieve the goals of the Scrum Team.



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# Courage

The Scrum Value which drives team members to do the right thing and work on tough problems.



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# Daily Scrum

A 15-minute daily team meeting to share progress, report impediments, and make commitments. During this meeting, each team member answers 3 questions:

- What have I done since the last meeting?
- What will I do before the next meeting?
- What prevents me from performing my work as efficiently as possible?



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# Definition of Done

A working agreement that the team agrees upon and displays prominently somewhere in the team room, which includes a list of criteria which must be met before a product backlog item (PBI) can be considered done.

Failure to meet these criteria at the end of a sprint normally implies that the work should not be counted toward that sprint's velocity.



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# Emergence

The principle that the best designs and the best ways of working come about over time through doing the work, rather than being defined in advance.



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# Epic

A very large user story that is eventually broken down into smaller stories.

Often used as placeholders for new ideas that have not been thought out fully.

Epics can often become themes in a Product Backlog as they are decomposed into smaller “child” user stories.



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# Estimation

The process of agreeing on a size measurement for the stories in a product backlog. Done by the team, usually using Planning Poker.



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# Fibonacci Sequence

A sequence of numbers in which the next number is derived by adding together the previous two (1, 2, 3, 5, 8, 13, 20...). The sequence has the quality of each interval getting larger as the numbers increase.



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# Focus

The Scrum Value in which everyone concentrates on the work of the Sprint and the goals of the Scrum Team.



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# How OR “the How”

The term used to describe the domain of the team, as distinct for the product owner.

Can also be described as tasks in a sprint backlog.



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# Impediment

Anything that prevents the team from meeting their potential (e.g. chairs are uncomfortable).

If organizational, it is the ScrumMaster's responsibility to eliminate it. If it is internal to the team, then the team itself should do away with it.



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# Impediment Backlog

A visible or nonvisible list of impediments in a priority order according to how seriously they are blocking the team from productivity.



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# Openness

The Scrum Value in which the team and its stakeholders agree to be transparent about all the work and the challenges with performing the work.



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# Planning Poker

An estimating technique used by Agile teams to define estimates of relative size for product backlog items.



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# Potentially Shippable Product Increment

Completed at the end of every sprint, this term is used to describe a product increment that is considered potentially releasable. It means that all design, coding, testing, and documentation have been completed and the increment is fully integrated into the system.



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# Product Backlog

The requirements for a product, expressed as a prioritized list of stories that are waiting to be worked on.

This includes both functional and non-functional customer requirements, as well as technical team-generated requirements.



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# Product Backlog Item

Any item that is on the backlog list. Formats may include user stories, lightweight use cases, or simply noun-verb phrases to describe what needs to be built.



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# Product Owner

The person whom holds the vision for the product and is responsible for maintaining, prioritizing, and updating the product backlog.

In Scrum, this person has final authority representing the customer's interest in backlog prioritization and requirements questions. This person must be available to the team at any time, but especially during the sprint planning meeting and the sprint review meeting.



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# Release

The transition of an increment of potentially shippable product from the development team into routine use by customers, which typically occurs when one or more sprints has resulted in the product having enough value to outweigh the cost to deploy it.



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# Respect

The Scrum Value in which team members appreciate that other team members are capable, independent people.



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# Retrospective



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A session in which the team and ScrumMaster reflect on the process and make commitments to improve.

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# ScrumMaster

A facilitator for the team and product owner. Rather than manage the team, this person works as a servant-leader in service to the team, the product owner, and the organization.



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# Scrum Events

A set of events including Sprint Planning, Daily Scrum, Sprint Review, and Sprint Retrospective.



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# Scrum Roles

The term which encompasses the Product Owner, Scrum Master, and Development Team which, together, form the Scrum team.



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# Self-Organization

The principle that those closest to the work best know how to do the work, and that the best way to facilitate this is to set clear goals and boundaries and let those closest to the work make the tactical and implementation decisions.



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# Spike

A short time-boxed piece of research (usually technical) on a single product backlog item intended to provide just enough information so that the team can estimate the size of the PBI.



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# Sprint

A time-boxed iteration.



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# Sprint Backlog

Defines the work for a sprint, represented by the set of tasks that must be completed to realize the sprint's goals and selected set of product backlog items.



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# Sprint Burndown

A visible chart that indicates on a daily basis the amount of work remaining in the sprint.



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# Sprint Goal

The key focus of the work for a single sprint. Also known as the Sprint Theme.



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# Sprint Planning

A timeboxed meeting between the team and the product owner to plan the sprint and arrive at an agreement on the commitment.



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# Sprint Task

A single small item of work that helps one particular story reach completion.



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# Stakeholder

A person with an interest or concern in the product being built; often the customer.



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# Story Point

A unitless measurement of relative size applied to product backlog items.



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# Story Time

The regular work session in which items on the backlog are discussed, refined, and estimated, and the backlog is trimmed and prioritized. Also known as product backlog refinement or product backlog grooming.



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# Task Board

A wall chart with cards and sticky notes that represent all the work of a team in a given sprint in which the task notes are moved across the board to show progress.



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# Task List

The work needed to complete the set of product backlog items committed to a sprint. Associated with the Sprint Backlog.



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# Team Member

Anyone working on sprint tasks toward the sprint goal. This may include the product owner and ScrumMaster if they are developing.



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# Thumb Vote

A quick pulse to get a sense of where the team members are in terms of commitment or agreement on a decision, etc.

Thumb up = agree, yes, good  
Thumb down = disagree, no, bad

The analog version of this allows the thumb to be anywhere on the half circle to indicate differing degrees of agreement.



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# Timeboxing

The practice of setting a duration for an activity and keeping the activity contained precisely within that amount of time.



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# User Story

A backlog item usually using the template form:

As a [user], I want [function] so that [business value].



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# Velocity

The rate at which a team completes work, often measured in story points. In Scrum, this tells us how much product backlog effort a team can handle in one sprint. This can be estimated by viewing previous sprints, assuming the team composition and sprint duration are kept constant. It can also be established on a sprint-by-sprint basis using commitment-based planning.



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# Vision Statement

A high-level description of a product that describes what the product is and why it should be created.



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# What OR “the What”



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A term used to describe the items in the product backlog, the domain of the product owner, as distinct for the team



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# XP Practices



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A set of development practices including pair-programming, test-first or test-driven development (TDD), and continuous refactoring.

Many Scrum teams find these practices greatly improve productivity and team morale.



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