

Terminology

Definitions

Item	Definition
Burn Down	The trend of work remaining across time in a Sprint, a Release, or a Product. The source of the raw data is the Sprint Backlog and the Product Backlog, with work remaining tracked on the vertical axis and the time periods (days of a Sprint, or Sprints) tracked on the horizontal axis.
Chicken	Someone who is interested in the project but does not have formal Scrum responsibilities and accountabilities (Team, Product Owner, ScrumMaster).
Daily Scrum meeting	A short status meeting held daily by each Team during which the Team members synchronize their work and progress and report and impediments to the ScrumMaster for removal.
Done	Complete as mutually agreed to by all parties and that conforms to an organization's standards, conventions, and guidelines. When something is reported as "done" at the Daily Scrum, or demonstrated as "done" at the Sprint Review meeting, it must confirm to this agreed definition.
Estimated Work Remaining	The number of hours that a Team member estimates remain to be worked on any task. This estimate is updated at the end of every day when the Sprint Backlog task is worked on. The estimate is the total estimated hours remaining, regardless of the number of people that perform the work.
Increment	Product functionality that is developed by the Team during each Sprint.

Increment of potentially shippable product functionality	A completely developed increment that contains all of the parts of a completed product, except only for the Product Backlog items that the Team selected for this Sprint.
Iteration	One cycle within a project. In Scrum, this cycle is thirty sequential calendar days, or a Sprint.
Pig	Someone exercising one of the three Scrum roles (Team, Product Owner, ScrumMaster) who has made a commitment and has the authority to fulfill it.
Product Backlog	A prioritized list of project requirements with estimated times to turn them into completed product functionality. Estimates are in days and are more precise the higher an item is in the Product Backlog priority.. The list emerges, changing as business conditions or technology changes.
Product Backlog Item	Functional requirements, non-functional requirements, and issues, prioritized in order of importance to the business and dependencies and estimated. The precision of the estimate depends on the priority and granularity of the Product Backlog item, with the highest priority items that may be selected in the next Sprint being very granular and precise.
Product Owner	The person responsible for managing the Product Backlog so as to maximize the value of the project. The Product Owner represents all stakeholders in the project.
Scrum	Not an acronym, but mechanisms in the game of rugby for getting an out-of-play ball back into play.

ScrumMaster	The person responsible for the Scrum process, its correct implementation, and the maximization of its benefits.
Sprint	A time box of thirty sequential calendar days during which a Team works to turn Product Backlog it has selected into an increment of potentially shippable product functionality.
Sprint Backlog	A list of tasks that defines a Team's work for a Sprint. The list emerges during the Sprint. Each task identifies those responsible for doing the work and the estimated amount of work remaining on the task on any given day during the Sprint.
Sprint Backlog Task	One of the tasks that the Team or a Team member defines as required to turn committed Product Backlog items into system functionality.
Sprint Planning meeting	A one-day meeting time boxed to eight hours that initiates every Sprint. The meeting is divided into two four-hour segments, each also time boxed.. During the first half day the Product Owner presents the highest priority Product Backlog to the team. The Team and Product Owner collaborate to help the Team determine how much Product Backlog it can turn into functionality during the upcoming Sprint. The Team commits to this at the end of the first half-day. During the second half-day of the meeting, the team plans how it will meet this commitment by detailing its work as a plan in the Sprint Backlog.
Sprint Retrospective meeting	A time boxed three-hour meeting facilitated by the ScrumMaster at which the Team discusses the just-concluded Sprint and determines what could be changed that might make the next Sprint more enjoyable or productive.

Sprint Review meeting	A time-boxed four hour meeting at the end of every Sprint where the Team demonstrates to the Product Owner and any other interested parties what it was able to accomplish during the Sprint. Only completed product functionality can be demonstrated..
Stakeholder	Someone with an interest in the outcome of a project, either because they have funded it, will use it, or will be affected by it.
Team	A cross-functional group of people that is responsible for managing themselves to develop software every Sprint.
Time box	A period of time that cannot be exceeded and within which an event or meeting occurs. For example, a Daily Scrum meeting is time boxed at fifteen minutes and terminates at the end of fifteen minutes, regardless.