Scrum Teams work in a series of Sprints of 1, 2 (most common), 3 or 4 weeks duration. It is the job of the Scrum Master to help the Product Owner, the Lead Developer and the Development Team to develop and maintain good habits. Each Sprint is preceded by a Sprint Planning Meeting - run by the Scrum Master and attended by the Product Owner and the Development Team and (optionally) other Stakeholders. Together they select high priority items from the Product Backlog that the Development Team believe it can commit to delivering in a single Sprint. The selected items are known as the Sprint Backlog.

Kanban is a continuous process. (cf. Scrum’s Sprint.) It is the job of the Agile Coach (if present - not all Kanban teams have one) to help the Product Owner, the Lead Developer and the Development Team to develop and maintain good habits.

Features developed during the sprint are demonstrated to Stakeholders. An examination of what went well, what could be improved, etc. Aim: to improve the process.

The Daily Scrum (aka Daily Huddle, Daily Standup) is a short standup meeting attended by the Scrum Master, the Product Owner and the Development Team.

The Daily Standup is a short standup meeting attended by the Agile Coach, the Product Owner and the Development Team.

At the end of the sprint, completed items are packaged for release to live. Any incomplete items are returned to the Product Backlog.

Each column has a strict Work in Progress (WIP) limit. A team with two Developers might set a Build WIP limit between 2 and 4 items (lower is better). The WIP limits ensure that items move across the board in the shortest possible time.

An empty - or nearly empty - column is a signal to the previous column to send another item. This is the “pull” system in action.

An examination of what went well, what could be improved, etc. Aim: to make each Sprint more efficient and effective than the last.

A demonstration of new functionality to Stakeholders.

An examination of what went well, what could be improved, etc. Aim: to improve the process.