Meetings in Agile

1. Daily Planning Meeting (Daily Stand-up)

What it is:

The Daily Planning Meeting is a **short daily meeting** where the Agile team aligns on progress and plans the day's work.
Each team member briefly answers:

- What I completed yesterday
- What I will work on today
- Any blockers or issues

The purpose is **coordination and transparency**, not problem-solving.

Real-world example:

It is like a **morning briefing at a construction site**.
The site manager quickly checks:

- What work was completed yesterday
- What tasks are planned for today
- Whether there are issues like missing materials or safety concerns

This ensures everyone starts the day with **clear direction** and avoids delays.

2. Sprint Planning Meeting

What it is:

Sprint Planning is conducted at the **beginning of a sprint**.
The team decides:

- Which user stories or tasks will be completed
- The sprint goal
- How much work the team can realistically handle

The Product Owner sets priorities, and the team commits based on **capacity and effort**.

Real-world example:

It is like **planning a road trip**.
Before starting, you decide:

- The destination

- How many kilometers to travel each day

- Budget, fuel, and rest stops

Without planning, the trip may fail due to poor time or resource management.

3. Retrospective Meeting

What it is:

The Retrospective is held **at the end of a sprint** to evaluate the team's performance.
The team discusses:

- What went well

- What did not go well

- What can be improved in the next sprint

The focus is on **continuous improvement**, not blaming individuals.

Real-world example:

It is like a **post-match analysis in sports**.
After the match, the team reviews:

- Strong plays

- Mistakes

- Strategy changes for the next game

This helps the team perform better in the future.

"Daily Stand-up ensures daily alignment, Sprint Planning sets a clear direction before work begins, and Retrospective helps the team continuously improve."

How We Work in a Company Using Agile

1. Sprint Planning – How Work Starts in a Company

How we work:

- At the beginning of the sprint (usually 2 weeks), the Product Owner explains business requirements.
- The development team discusses the tasks and estimates effort.
- The team selects work based on capacity, not pressure.
- A Sprint Goal is finalised.

Company reality:

Management wants fast delivery, but the team commits only to what can be realistically completed.

This avoids last-minute pressure and poor-quality work.

2. Daily Stand-up – How Work Runs Every Day

How we work:

- Every day, the team meets for 10–15 minutes.
- Each member shares:
  - What they completed yesterday
  - What they will do today

    o Any blockers (tool, requirement, dependency)

Company reality:

If a developer is stuck due to access or unclear requirements, it is raised immediately instead of waiting till the deadline.

This saves time, money, and stress.

3. Development Work – During the Sprint

How we work:

- Developers work on assigned user stories.
- Code is written, tested, and reviewed.
- Regular coordination happens with QA and the Product Owner.
- Issues are handled early.

Company reality:

Work is delivered in small, usable parts instead of one big delivery at the end.

4. Sprint Review (Demo) – Showing Work to Stakeholders

How we work:

- Completed features are demonstrated to the Product Owner or client.
- Feedback is taken immediately.

Company reality:

Client sees real progress, not just reports or promises.

5. Retrospective – Improving How We Work

How we work:

- Team discusses:
    - What went well
    - What caused delays
    - What should be improved next sprint
- Action items are created.

Company reality:

Problems in the process are fixed early instead of repeating the same mistakes.