**Assignment-6**  
**Summary of Key Meetings in Agile (Scrum)**

Agile Scrum teams rely on five main types of meetings to stay on track, collaborate efficiently, and deliver consistent progress. Here's a simplified breakdown:

### **1. Sprint Planning Meeting**

* This is the **longest meeting**, usually lasting up to **2 hours per weekly sprint**.
* The team decides **what work they aim to complete** in the upcoming sprint and checks how much capacity they have.
* Tasks are discussed, assigned, and given deadlines.
* **The Product Owner** plays a key role here, helping answer questions and aligning the team’s work with product goals.

### **2. Daily Standup Meeting**

* A quick**, 15 to 30-minute** daily check-in.
* Every team member answers two key questions:
  1. What did I complete yesterday?
  2. What am I working on today?
* Helps keep everyone updated, removes blockers, and ensures steady progress.

### **3. Sprint Review Meeting**

* Happens **at the end of a sprint** to show what’s been built.
* The team **presents new features** or improvements to the Product Owner and other stakeholders.
* It’s all about **gathering feedback** and seeing what needs to be changed or improved.
* Any suggestions or issues raised are noted and added to the **backlog** for future work.

### **4. Sprint Retrospective Meeting**

* Also held at **the end of a sprint**, but it’s just for the Scrum team (not stakeholders).
* The goal is to reflect on how the team worked together by asking:
  + What went well?
  + What didn’t go well?
  + What can we improve for next time?
* This meeting helps the team **learn and grow** together.

### **5. Product Backlog Refinement Meeting**

* This meeting happens **between sprints** to keep the product backlog clean and organized.
* Items in the backlog are reviewed—some may be **added, updated, or removed**.
* The **Product Owner and developers** should both attend to clarify priorities and details.
* This makes sure everyone is aligned on **what’s most important** next.