

Agile Meetings

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Types of Agile Meetings

1. Sprint Planning
2. Daily Stand-up (Daily Scrum)
3. Sprint Retrospective
4. Sprint Review
5. Backlog Refinement (Grooming)
6. Iteration Review (Scaled Agile)
7. System Demo
8. Scrum of Scrums
9. Innovation/Spike Planning
10. Risk Review Meeting

Sprint Review

The Sprint Review is a key Agile/Scrum meeting that happens at the end of every sprint. It's a collaborative session where the Scrum team shows what they've built to the stakeholders and gathers feedback.



Purpose of Sprint Review

- Demonstrate the completed work
- Collect feedback from stakeholders.
- Discuss what to build next based on that feedback.
- Inspect the outcome of the sprint and adapt the product backlog if needed.

When It Happens

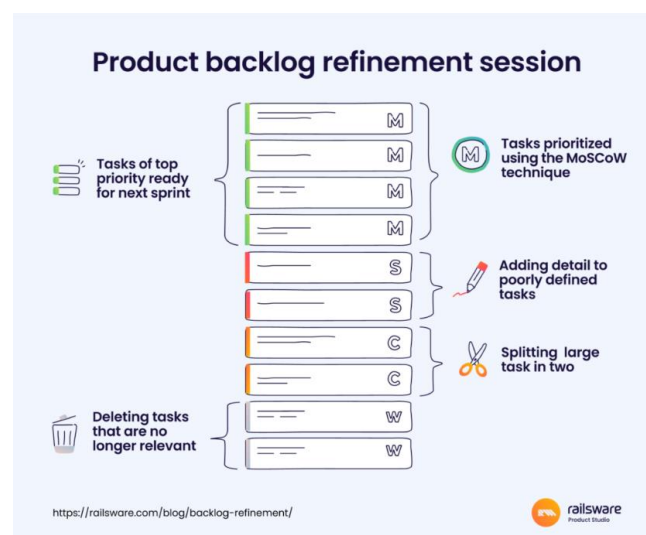
- At the end of the sprint (usually 2-week sprint).
- Duration: Typically 1–2 hours depending on the sprint length.

Who Attends

Role	Responsibility
Development Team	Demonstrates the work they completed.
Product Owner	Discusses backlog items that are “Done”, reviews progress.
Scrum Master	Facilitates the meeting, ensures smooth flow.
Stakeholders	Provide feedback, ask questions, and suggest changes.

Backlog Refinement

Backlog Refinement is a recurring meeting in Agile where the Product Owner and team review, update, and prepare items in the Product Backlog. It ensures that stories are clear, estimated, and prioritized for upcoming sprints.



Purpose of Backlog Refinement

- Break down large user stories (epics) into smaller, manageable tasks.
- Add details, acceptance criteria, or dependencies to backlog items.

- Estimate effort using story points.
- Reorder priorities based on business value or urgency.
- Ensure backlog is ready for Sprint Planning.

When It Happens

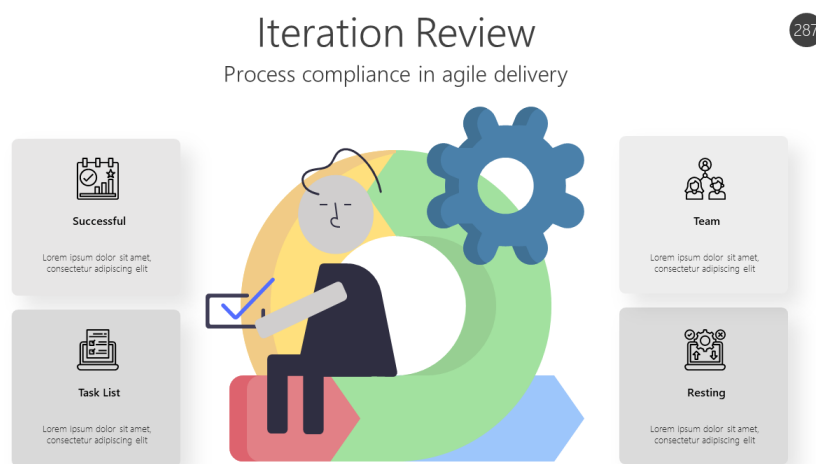
- Mid-sprint or 1–2 times per sprint.
- Duration: Typically 30 to 60 minutes.
- Not a formal Scrum event, but highly recommended.

Who Attends

Role	Responsibility
Product Owner	Leads the session, provides business context, and updates priorities.
Development Team	Helps break down stories, estimate them, and raise technical questions.
Scrum Master	Facilitates (optional), ensures time-boxing and flow.

Iteration Review

An Iteration Review is a key ceremony in Scaled Agile Framework (SAFe) or other large-team Agile environments. It's similar to a Sprint Review in Scrum but focuses on team-level delivery within a larger Program Increment (PI).



Purpose of Iteration Review

- Demonstrate the working product increment completed in the iteration.
- Gather feedback from internal stakeholders or Product Management.
- Validate whether the Iteration Goals were met.
- Prepare for system-level integration (in large-scale projects).

When It Happens

- End of every iteration (usually every 1–2 weeks).
- Duration: 30–60 minutes per team.

Who Attends

Role	Responsibility
Agile Team	Demonstrates the iteration's deliverables.
Product Owner	Confirms completed stories and reviews goal achievement.
Scrum Master / Team Coach	Facilitates the session.
Other Stakeholders	Optional – for feedback or interest.

System Demo

A System Demo is a key ceremony in Scaled Agile Framework (SAFe) where multiple Agile teams come together to demonstrate the fully integrated solution they've built during the iteration(s). It shows real progress toward the Program Increment (PI) objectives.

Purpose of System Demo

- Show a working integrated system from all teams.
- Validate the end-to-end functionality across components.
- Gather feedback from business owners and stakeholders.
- Ensure teams are aligned and on track toward the larger goals.

When It Happens

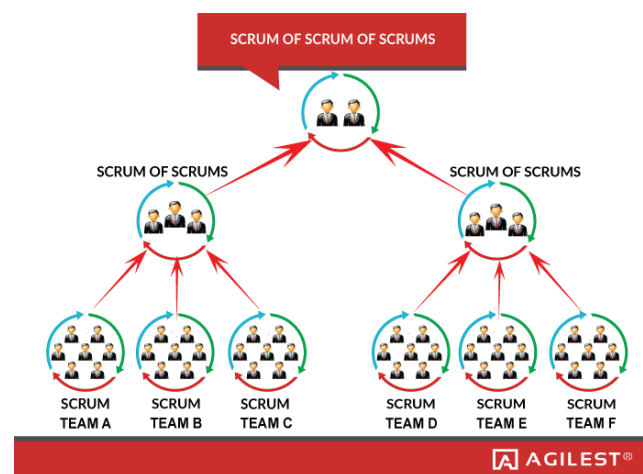
- Every iteration (typically every 2 weeks).
- Duration: 30–90 minutes, depending on the number of teams and scope.

Who Attends

Role	Responsibility
All Agile Teams	Present their part of the integrated system.
Product Management	Validates progress toward PI Objectives.
Release Train Engineer (RTE)	Facilitates the demo.
System Architects / Tech Leads	Ensure integration and architecture consistency.
Business Owners & Stakeholders	Provide feedback and direction.

Scrum of Scrums

Scrum of Scrums (SoS) is a coordination meeting used in large-scale Scrum projects where multiple Scrum teams are working on the same product or system. It helps synchronize progress, share updates, and resolve cross-team dependencies or blockers.



Purpose of Scrum of Scrums

- Align multiple Scrum teams working toward a common goal.
- Surface and resolve inter-team dependencies and impediments.
- Coordinate releases, integration, and architecture.
- Keep all teams moving in the same direction.

When It Happens

- Frequency: 2–3 times per week or daily depending on project complexity.
- Duration: 15–30 minutes.
- Often follows the teams' Daily Stand-ups.

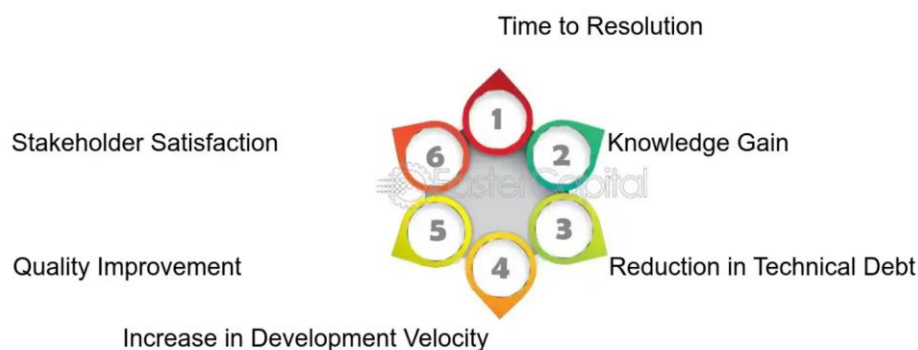
Who Attends

Role	Responsibility
Ambassadors (1 per team)	Usually Scrum Master or senior developer representing the team.
Release Train Engineer (RTE) / Chief Scrum Master	Facilitates the meeting.
Product Owners / Architects	Optional, if needed for decisions or clarifications.

Innovation/Spike Planning

Innovation or Spike Planning is a meeting where the team plans time to research, explore, or experiment with new ideas, technologies, or approaches that are uncertain or unclear. Spikes help reduce risks by gaining knowledge before committing to full implementation.

Metrics for Spike Success



Purpose of Innovation/Spike Planning

- Allocate time for technical research or investigation.

- Explore new technologies, tools, or designs.
- Answer open questions or unknowns in the backlog.
- Reduce uncertainty in estimates and solutions.
- Foster innovation and continuous improvement.

When It Happens

- Scheduled as needed, usually before or during a sprint.
- Duration varies: typically a few hours to a couple of days within a sprint.

Who Attends

Role	Responsibility
Product Owner	Identifies the need for spikes based on backlog uncertainty.
Development Team	Plans and performs the spike research or prototype.
Scrum Master	Facilitates scheduling and ensures timeboxing.

Risk Review Meeting

A Risk Review Meeting is a session focused on identifying, assessing, and managing risks that could impact the Agile project or product delivery. It helps teams proactively address potential issues before they become blockers.

Purpose of Risk Review Meeting

- Identify new risks and review existing risks.
- Assess the impact and likelihood of each risk.
- Define mitigation plans and assign risk owners.
- Improve project transparency and preparedness.
- Ensure risks are communicated to all relevant stakeholders.



When It Happens

- Typically regularly scheduled (e.g., weekly or bi-weekly).

- Often occurs before or after Sprint Planning or Review.
- Duration: Usually 30–60 minutes, depending on project complexity.

Who Attends

Role	Responsibility
Project Manager / Scrum Master	Facilitates the meeting and risk tracking.
Product Owner	Provides business context and priority impact.
Development Team / Tech Leads	Highlight technical or delivery risks.
Stakeholders / Risk Owners	Participate in risk mitigation and decision making.

Summary

S.No	Meeting Name	Purpose	Frequency/Timing	Attendees	Duration
4	Sprint Review	Demo completed work & gather feedback	End of sprint	Scrum Team, Stakeholders	1–2 hours
5	Backlog Refinement	Update, estimate, and prioritize backlog	Mid-sprint / ongoing	PO, Dev Team, Scrum Master	30–60 minutes
6	Iteration Review (Scaled Agile)	Review iteration deliverables & progress	End of iteration	Agile Team, PO, Scrum Master	30–60 minutes
7	System Demo	Demonstrate integrated solution across teams	Every iteration	All Teams, Product Mgmt, Stakeholders	30–90 minutes
8	Scrum of Scrums	Coordinate multiple teams & resolve blockers	2–3 times per week	Team reps (Scrum Masters)	15–30 minutes
9	Innovation/Spike Planning	Plan and conduct technical research/spikes	As needed (during sprint)	PO, Dev Team, Scrum Master	Hours to days
10	Risk Review Meeting	Identify and mitigate project risks	Weekly/bi-weekly	PM/Scrum Master, PO, Dev Team	30–60 minutes