VARIOUS MEETINGS IN AGILE

- Daily scrum
- Sprint Planning
- Sprint Retrospective

Daily scrum Meeting:

- Daily Scrum—is a short, time-boxed meeting that happens every day during a sprint. It usually lasts no more than 15 minutes and is held at the same time and place to create consistency. The purpose of this meeting is not to give a status update to a manager, but rather for the Development Team to synchronize their work, inspect progress, and adjust their plan for the next 24 hours.

- During the Daily Stand-up, each team member typically answers three guiding questions:
  - What did I do yesterday that helped us meet the Sprint Goal?
  - What will I do today to help us meet the Sprint Goal?
  - Are there any blockers or impediments in my way?

- The meeting fosters transparency and accountability, as everyone on the team knows what others are working on, and it highlights problems early so they can be addressed quickly.

- Daily Stand-ups are valuable because they promote team collaboration, reduce the risk of misalignment, and keep the sprint moving smoothly toward its goal.

Daily Scrum Meeting

15 min — Time box	Same place	Same time
Facilitated by Scrum Master	Full team presence	Focus on 3 questions

3 Main Questions:
1. What did I do yesterday?
2. What will I do today?
3. What's in my way?

Sprint Planning Meeting:

- The Sprint Planning Meeting marks the beginning of each sprint. It is a collaborative session involving the Product Owner, Scrum Master, and Development Team.

- Its goal is to set the stage for the sprint by deciding what will be delivered and how the work will be achieved.

- The meeting usually covers two key topics:

  - **What can be done in this Sprint?** The Product Owner presents the most important items from the Product Backlog. The team discusses these items and together decides which of them can realistically be completed within the sprint, based on capacity and past performance.

  - **How will the chosen work be done?** The Developers break down the selected Product Backlog items into smaller tasks and form the Sprint Backlog. This detailed plan outlines how the team will organize their work to achieve the Sprint Goal.

- Sprint Planning ensures that everyone is aligned before the sprint begins. The Product Owner provides clarity on priorities, the Developers commit to delivering a realistic set of items, and the Scrum Master facilitates the discussion, ensuring the event stays productive and true to Scrum principles.

- By the end of the meeting, the team has a clear, shared plan and a Sprint Goal that guides their work for the next iteration.

Sprint Planning Meeting Agenda

01 The Product Owner creates a Product Backlog listing all project tasks.

02 Tasks for the current sprint is discussed, and a sprint goal is set

03 The team leaves with a clear understanding of their responsibilities

Before the Meeting   During the Meeting   After the Meeting

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Sprint Retrospective Meeting:

- The Sprint Retrospective is held at the end of every sprint, after the Sprint Review but before the next Sprint Planning. It is a dedicated time for the Scrum Team to reflect on the sprint and identify ways to improve in the next one.

- This meeting is for the Scrum Team only, creating a safe space for open discussion without outside pressure.

- The retrospective usually addresses three main areas:
    - What went well during the sprint?
    - What could have been better?
    - What actionable steps can we take to improve next time?

- The Scrum Master often facilitates the discussion, encouraging participation from all team members and ensuring that it remains constructive. The outcome of the retrospective is a set of improvement actions, which the team commits to applying in future sprints.

- The retrospective is crucial because it promotes a culture of continuous improvement. Instead of repeating the same mistakes, the team reflects, learns, and adapts.

- Over time, these small, regular improvements significantly increase efficiency, team morale, and product quality.

The Sprint Retrospective Model

What worked well?

What could be improved?

How will it be improved?

Scrum Team members make actionable commitments