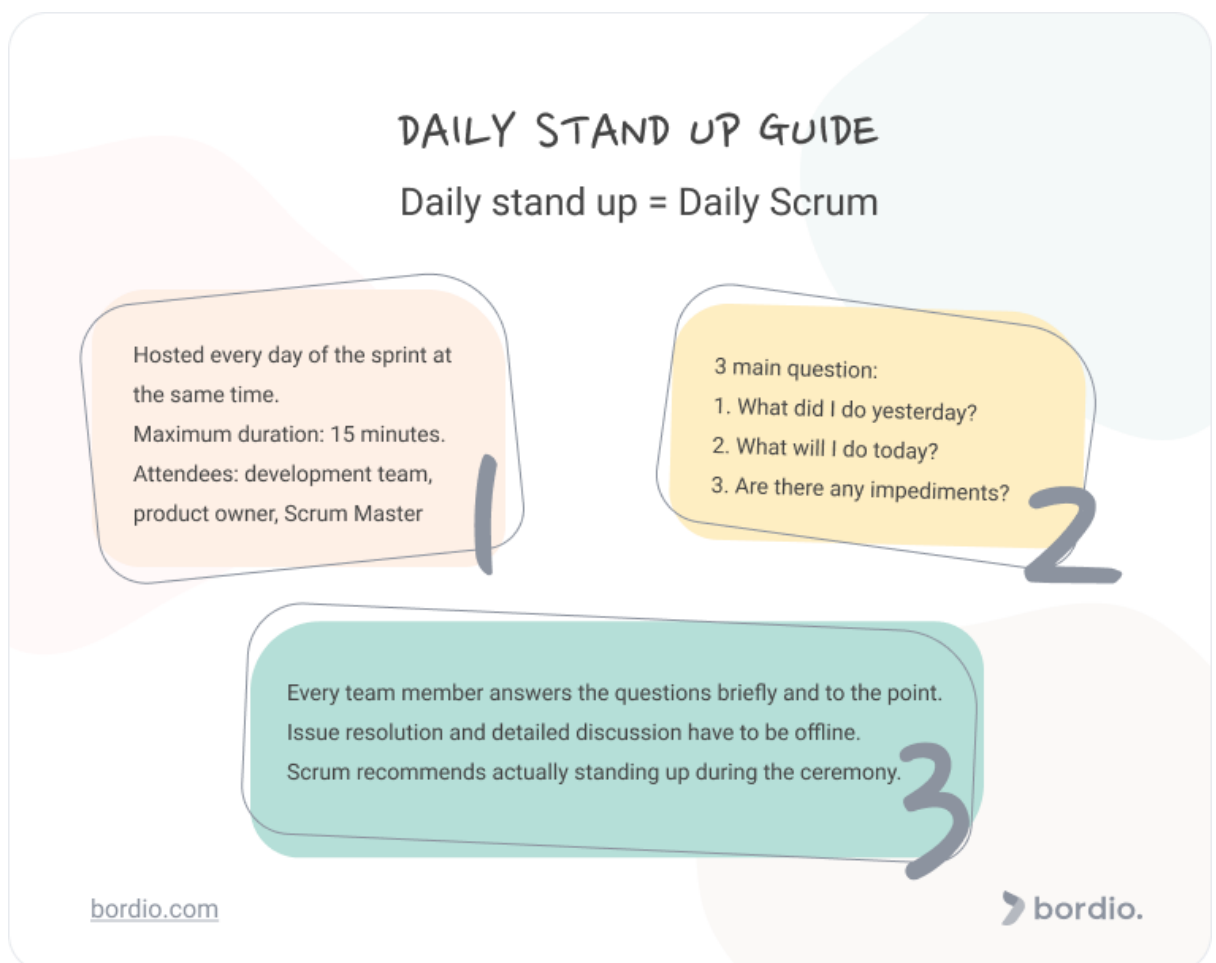


# SCRUM MEETINGS

## 1. Daily Standup (Daily Scrum)

The Daily Standup is a short, focused meeting held every day of the Sprint.

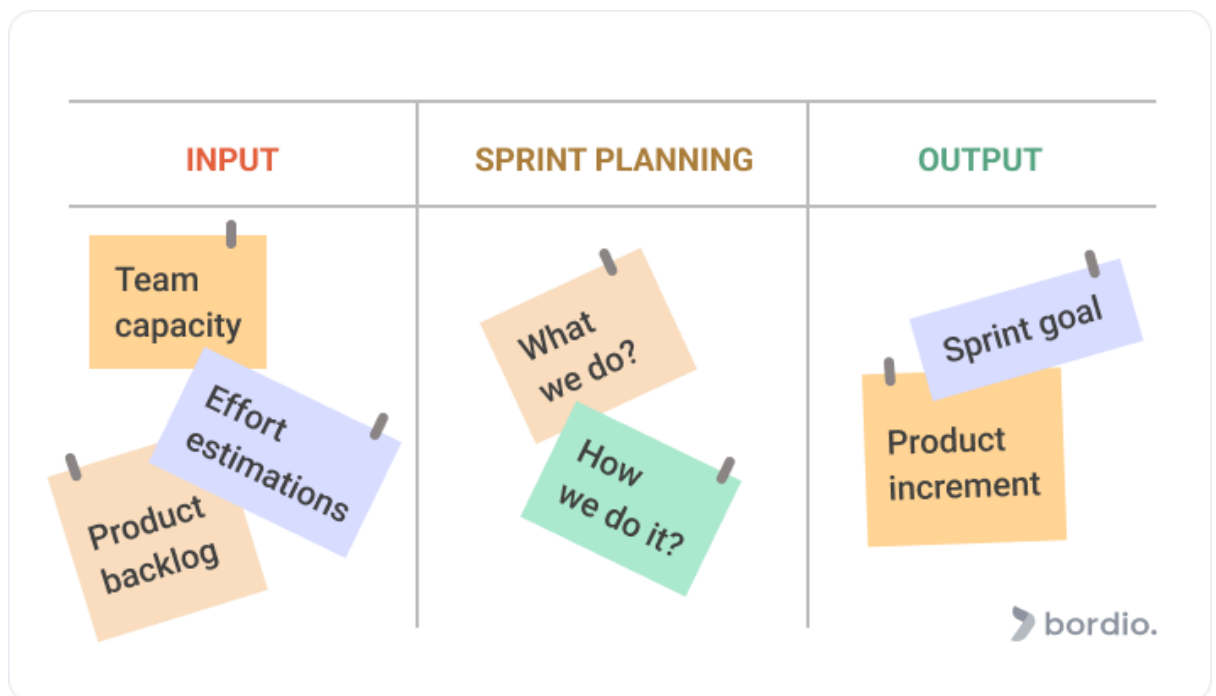
- Purpose is to synchronize the team's progress and identify any blockers.
- Each member answers three key questions:
  1. What did I complete yesterday?
  2. What am I working on today?
  3. What obstacles are blocking my progress?
- Helps the team stay aligned, track progress toward the Sprint Goal, and quickly detect issues.
- The Scrum Master notes impediments and works to resolve them.



## 2. Sprint Planning Meeting

The Sprint Planning meeting is conducted at the start of each Sprint.

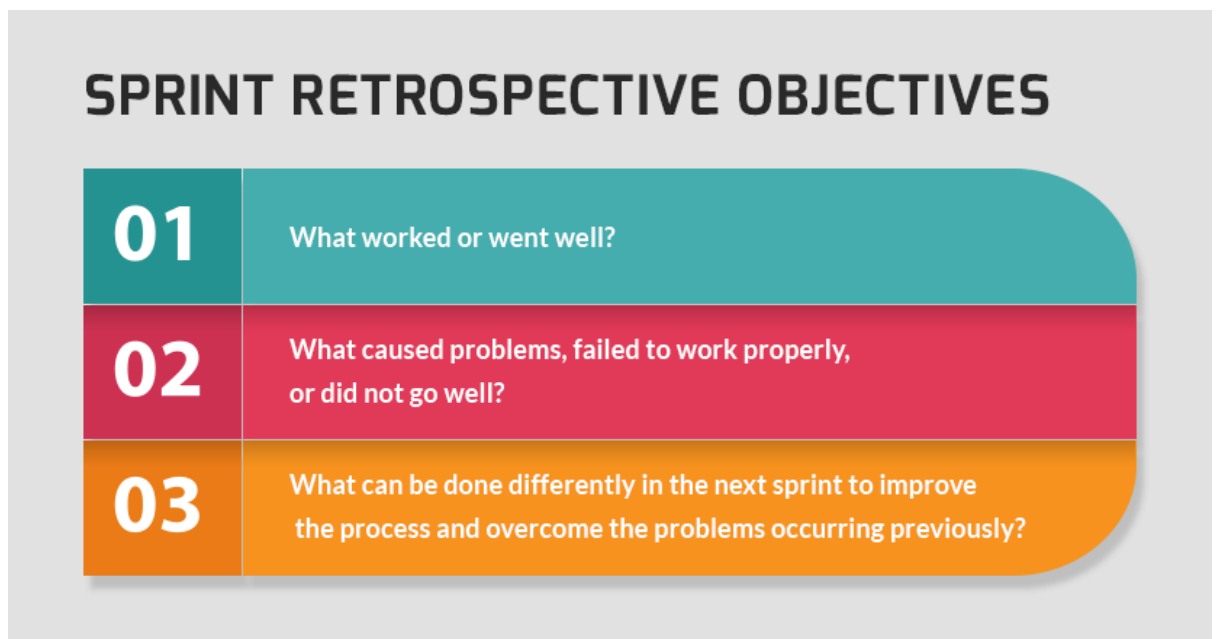
- Purpose is to decide what work will be done in the Sprint and set the Sprint Goal.
- The Product Owner presents the highest-priority items from the Product Backlog.
- The Development Team discusses, estimates, and commits to what they can realistically deliver.
- The outcome is a Sprint Backlog – a detailed plan of tasks for the Sprint.
- Everyone gains clarity on what needs to be built and why it is important.



## 3. Sprint Retrospective

The Sprint Retrospective happens at the end of the Sprint, after the work is delivered.

- Purpose is to reflect on the previous Sprint and identify areas for improvement.
- The Scrum Team openly discusses:
  - What went well (strengths).
  - What didn't go well (weaknesses or challenges).
  - What can be improved in the next Sprint (action items).
- Helps the team improve collaboration, practices, and productivity continuously.



### Summary:

- Daily Standup: Align daily progress, highlight blockers.
- Sprint Planning: Decide work and set goal for the Sprint.
- Sprint Retrospective: Reflect on the last Sprint to improve the next one.