

# **Agile Ceremony Facilitation - Fred Abeka**

This document outlines structured facilitation scripts for the four key Scrum ceremonies to demonstrate readiness to lead globally distributed Agile teams.

# 1. Daily Standup

Timebox: 15 minutes

Opening:

"Good morning team! We'll each answer:

- What did you do yesterday?
- What will you do today?
- Any blockers?"

Facilitation:

- Go around the team
- Record blockers in the Impediment Log

Closing:

"Thanks team! Let's resolve the blockers post-meeting."

## 2. Sprint Planning

Timebox: 2-4 hours

Steps:

1. Product Owner presents backlog
2. Team clarifies requirements
3. Estimate with Planning Poker
4. Break into tasks
5. Confirm Sprint Goal

Closing:

"We've aligned on our Sprint Goal. Let's begin execution."

### 3. Sprint Review

Timebox: 1-2 hours

Steps:

- Demo completed work
- Collect stakeholder feedback
- Discuss product direction

Closing:

"Thanks for the input - this will help shape our next sprint."

## 4. Sprint Retrospective

Timebox: 1 hour

Flow:

- Set the stage (4Ls/Sailboat)
- What went well / could be better?
- Identify and vote on improvements

Closing:

"Let's carry these lessons into our next sprint for improvement."