

# **Agile Ceremony Facilitation Deck**

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# 1. Daily Standup

Timebox: 15 minutes

Opening:

"Good morning team! Let's begin our daily standup. We'll each answer:

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

Facilitation:

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

Closing:

"Thanks team! Let's resolve the blockers right after this."

## 2. Sprint Planning

Timebox: 2-4 hours

Agenda:

1. Product Owner presents top backlog items
2. Team clarifies requirements
3. Estimate stories (Planning Poker)
4. Break down into tasks
5. Define Sprint Goal

Closing:

"Let's commit to this Sprint Goal and begin execution."

# 3. Sprint Review

Timebox: 1-2 hours

Facilitation Steps:

- Developers demo completed work
- Stakeholders give feedback
- Product Owner explains product direction

Closing:

"Thank you for the valuable input. We'll refine the backlog accordingly."

## 4. Sprint Retrospective

Timebox: 1 hour

Facilitation Flow:

- Set the stage (4Ls or Sailboat)
- Discuss what went well & what didn't
- Identify improvements
- Vote and commit to 1-2 changes

Closing:

"Let's carry these insights into the next sprint."