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

"Good morning team! We'll each answer:

- What did you do yesterday?

- What will you do today?

Timebox: 15 minutes

Opening:

- 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

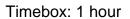
Steps:

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

Closing:

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

4. Sprint Retrospective



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."