Starting from the beginning I would hold the sprint planning meeting to ensure that all parties are able to attend and make it mandatory attendance. The first person to speak should be the Product Owner to declare their desires and goals for the next project. This meeting could be easily finished between the Product Owner and Developers with the Scrum Master there to intercept off-topic chat and begin making a list of sprint goals declared by the team and ending the meeting with a final overview of the goals to ensure everyone agrees. When it comes to the daily scrum meetings these need to be held as early as possible in the work day to ensure that the days work is clear for each member and that everyone is aware of the current progress and setbacks if any. Backlog refinement could be a continuous process that the team updates in a central system that is then later reviewed once a week to ensure nothing falls out of alignment for the project. Sprint reviews would be held based on the length of the project and for this example I will use the 5-weeks we have planned in our 2-3 assignment which would make our sprint review cap out at 4-hours in length. At the end of the project we hold the sprint retrospective meeting which allows us to go over the process during the sprint to go over the things the team did well and what needs to be worked on moving forward. All 5-steps are important for maintaining the rhythm of the sprint by providing a framework to keep the team on-task and tackling any problems that arise during the development process. These steps also provide a healthy and consistent feedback loop for the entire team to ensure professional development of everyone involved and ensuring a higher quality end product. Each event planned out should be used by the time to add structure to their work process and allow each member to train their skills. It also allows each members strengths to shine as they will be encouraged to pick tasks that play to their strengths to make sure everyone is working at their maximum flow. In order to ensure these scrum events achieve my goals I would make sure to take time out of my day at the end to have a quick discussion with each member of the development team at the end of each day to see how they feel about the progress so far and see if they have any worries about the development. I think this quick chat each day would allow me as the scrum master to better plan the next daily meeting to make sure everyone is getting what they need out of it and not just letting it flow under the bridge due to time constraints during the meetings.