**Assignment-6**

Give a summary of different meetings in Agile.

There are Five agile scrum meeting,

**1.Sprint planning meeting**

->Longest scrum meeting long for 2 hours of planning for eack week .

-> Scrum team want to accomplish this sprint and evaluate the bandwidth you have available.

->Plan the sprint,assign task,and set deadlines.

->Product owner should be invited because they can clear doubts and helps to establish the expectations.

**2.Daily standup meeting**

->Every team member should answer for two questions

- What did I accomplish yesterday?

- And what am I going to accomplish today?

->They will take 15-30 mins in an effective way to speed, on task, and openly communicating with others.

**3. Sprint review meeting**

**->** Sprint review meetings are held at the end of each sprint. This meeting is an opportunity for you and your team to demonstrate what you’ve accomplished to the product owner and other stakeholders outside of your team.

-> Goal in a sprint review meeting is to gather feedback. As you demonstrate new product features and functionality, allow the product owner and other stakeholders to respond to and evaluate your work.

-> Certain feedback points may require additional work on the product—add them to your backlog and consider including them in the next sprint.

**4. Sprint retrospective meeting**

-> Just like review meetings, a sprint retrospective meeting is held at the end of each sprint.

-> Whereas review meetings include the product owner and other stakeholders, retrospective meetings are primarily for the benefit of your Scrum team.

-> During a sprint retrospective meeting, address these questions with your Scrum team:

- What went right this sprint?

-What went wrong?

- And what could we do differently next time?

**5.Product backlog refinement**

-> Product backlog refinement meetings occur between sprints.

-> Keep the product backlog updated and prioritized.

->The product owner and developers shoulb be present.

->We can add/ modify/remove items.

->It clarifies requirements.