**DAY 2 ASSIGNMENT – 6**

**Summary on different meeting on Agile**

**1. Sprint Planning**

**Definition:**Sprint Planning is a meeting that marks the beginning of a new sprint. The product owner, scrum master, and development team gather to decide what work should be completed in the upcoming sprint.

**Purpose:**

* Define the sprint goal
* Select product backlog items to move into the sprint

**2. Daily Scrum (Stand-up)**

**Definition**:  
This is a short, daily meeting (usually 15 minutes) where team members discuss their progress and any obstacles.

**Purpose**:

* Improve team **communication**
* Identify **challenges** early

**Key Questions Discussed**:

1. What did I do yesterday?
2. What will I do today?
3. Are there any blockers?

**3. Sprint Review**

**Definition:**

This meeting is held at the end of a sprint to review the work completed. The team demonstrates the product increment to stakeholders.

**Purpose:**

Showcase what has been built

Gather feedback from stakeholders

Discuss what to do next in the product development

**4. Sprint Retrospective**

**Definition**:  
A meeting held after the **sprint review** where the Scrum team reflects on the sprint and discusses ways to improve.

**Purpose**:

* Discuss what went well and what did not
* Identify opportunities for **process improvement**

**5.Backlog Refinement (Grooming)**

Backlog Refinement is an ongoing process in Agile where the **product backlog** is reviewed and updated regularly by the product owner and the development team. It is not an official sprint meeting but a critical activity to keep the backlog organized and ready for future sprint planning.