



# Sprint Ceremonies in Small Companies

Ceremony	Purpose	Keep?	Notes for Small Teams
<b>Sprint Planning</b>	Define what to deliver this sprint	✓ Keep	Keep it lightweight; 30–60 mins is usually enough
<b>Daily Standup</b>	Sync progress and blockers	✓ Keep (⚙)	Can be async in chat or done in 10 mins
<b>Sprint Review</b>	Demo and get feedback on what was built	● Optional	Useful if there's a stakeholder or internal client
<b>Retrospective</b>	Reflect on what worked & what didn't	✓ Keep	Even 15 mins every 2 sprints is valuable