

## Meetings in Agile

Agile methodology emphasizes **regular meetings** to ensure clear communication, continuous improvement, and timely delivery of software. These meetings help teams stay aligned, identify issues early, and adapt to changes efficiently.

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### 1. Daily Standup Meeting

#### What it is

The **Daily Standup Meeting** is a short, time-boxed meeting held every day to track the team's progress.

#### Duration

- 10–15 minutes

#### Participants

- Development Team
- Scrum Master
- Product Owner (optional)

#### Purpose

- Share daily progress
- Identify blockers
- Plan work for the next 24 hours

#### Typical Questions

- What did I do yesterday?
- What will I do today?
- Are there any blockers?

#### Outcome

- Team stays synchronized
  - Issues are identified early
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### 2. Sprint Planning Meeting

#### What it is

The **Sprint Planning Meeting** is conducted at the beginning of each sprint to decide what work will be completed during the sprint.

#### Duration

- 1–2 hours (for a 2-week sprint)

## Participants

- Product Owner
- Scrum Master
- Development Team

## Purpose

- Select backlog items for the sprint
- Define sprint goals
- Break tasks into smaller units

## Outcome

- Sprint Backlog is created
  - Clear understanding of sprint goals
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## 3. Retrospective Meeting

### What it is

The **Sprint Retrospective Meeting** is held at the end of a sprint to reflect on the team's performance.

### Duration

- 30–60 minutes

## Participants

- Development Team
- Scrum Master
- Product Owner

## Purpose

- Discuss what went well
- Identify what didn't go well
- Suggest improvements for next sprint

## Outcome

- Action items for continuous improvement
- Better teamwork and processes