

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.

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