

Agile Meetings

Agile methodology emphasizes **continuous delivery**, **team collaboration**, and **adaptive planning**. One of the most important practices that enable this is a set of structured, time-boxed meetings known as **Agile Ceremonies**. These meetings help teams coordinate their work, make quick adjustments, and continuously improve their process.

Whether following **Scrum**, **Kanban**, or other Agile frameworks, these meetings ensure **transparency**, **accountability**, and **regular feedback**—key principles of the Agile Manifesto.

1. Sprint Planning Meeting

Purpose:

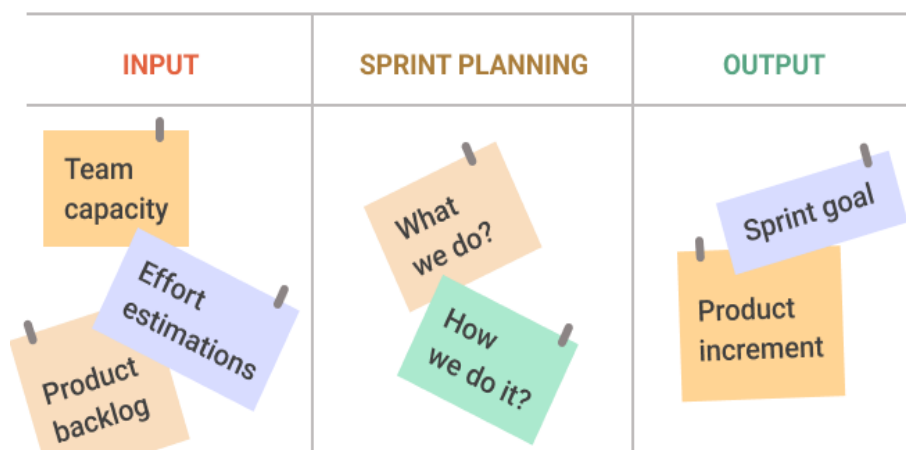
Sprint Planning is held at the **beginning of each sprint** and is critical for defining **what** will be delivered and **how** the work will be accomplished. The team collaborates with the Product Owner to decide which user stories will be included in the sprint.

Key Elements:

- **Sprint Goal:** A single objective the team aims to achieve.
- **Sprint Backlog:** A subset of the product backlog items selected for the sprint.
- **Task Breakdown:** Each story is broken down into smaller, actionable tasks.
- **Capacity Planning:** Based on team velocity and member availability.

Participants:

- Product Owner
- Scrum Master
- Development Team



2. Daily Stand-Up (Daily Scrum)

Purpose:

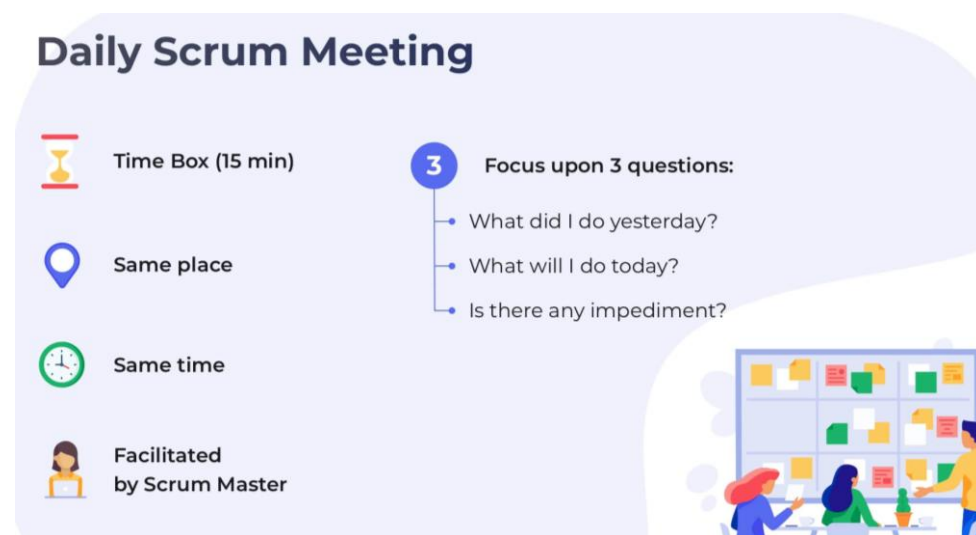
This is a **15-minute meeting** held daily, typically at the same time and place. Its goal is to keep the team **aligned, informed, and focused**. It promotes **self-organization** and helps identify blockers early.

Common Questions Answered:

1. What did I do yesterday?
2. What will I do today?
3. Is anything blocking my progress?

Guidelines:

- Should be time-boxed to avoid wasting time.
- Encourages active participation from all team members.
- Problems are not solved during the stand-up but noted for follow-up.



3. Sprint Review

Purpose:

Held at the **end of the sprint**, the Sprint Review is a **demo session** where the team presents what has been built. It allows the team and stakeholders to inspect the product increment and adapt the Product Backlog if needed.

Activities:

- Demonstration of completed user stories.
- Feedback collection from stakeholders.
- Discussion of incomplete work or changes.

Participants:

- Development Team
- Product Owner
- Scrum Master
- Stakeholders or business users



4. Sprint Retrospective

Purpose:

After the Sprint Review, the team holds a Retrospective to reflect on the sprint and **identify areas of improvement**. This meeting focuses on the **process**, not the product.

Topics Covered:

- What went well?
- What didn't go well?
- What should we change or try next time?

Output:

- Actionable items for process improvement.
- Shared team ownership of changes.



5. Backlog Refinement (Grooming)

Purpose:

This is a **working session**, not an official Scrum ceremony, but is crucial for keeping the **Product Backlog updated**. It helps prepare stories for upcoming sprints.

Activities:

- Clarify user stories.
- Add detailed acceptance criteria.
- Re-estimate or re-prioritize items.
- Remove outdated or low-priority stories.

Frequency:

- Once or twice per sprint (or weekly).
- Time-boxed to 60–90 minutes.

