## **Agile Meetings (Ceremonies) – Summary**

### **1️⃣ Sprint Planning**

* **Purpose:** Plan what the team will work on during the sprint.
* **When:** At the start of each sprint.
* **Attendees:** Product Owner, Scrum Master, Development Team.
* ✅ Outcome: Sprint goal and selected backlog items.

### **2️⃣ Daily Stand-Up (Daily Scrum)**

* **Purpose:** Team shares progress, blockers, and plans for the day.
* **When:** Every day during the sprint (15 mins).
* **Attendees:** Development Team (optional for others).
* ✅ Outcome: Team stays aligned and focused.

### **3️⃣ Sprint Review**

* **Purpose:** Demonstrate the completed work to stakeholders.
* **When:** At the end of each sprint.
* **Attendees:** Team + stakeholders.
* ✅ Outcome: Feedback on delivered features.

### **4️⃣ Sprint Retrospective**

* **Purpose:** Reflect on what went well, what didn’t, and how to improve.
* **When:** After the Sprint Review, before the next Sprint.
* **Attendees:** Scrum Team.
* ✅ Outcome: Actionable improvements for the next sprint.

### **5️⃣ Backlog Refinement (Grooming)**

* **Purpose:** Prepare the backlog by refining, adding details, estimating.
* **When:** Regularly (often mid-sprint).
* **Attendees:** Product Owner + team.
* ✅ Outcome: A clean, prioritized backlog.