

Agile Meetings Documentation

Agile methodology emphasizes regular communication, collaboration, and continuous improvement. Meetings in Agile are structured, time-boxed events designed to keep the team aligned, productive, and focused on delivering value.

1. Daily Standup Meeting

Purpose

The Daily Standup is a short meeting held every day to synchronize team activities and identify any obstacles.

Duration

- 10–15 minutes (time-boxed)

Participants

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



Key Questions

Each team member answers: 1. What did I work on yesterday? 2. What will I work on today? 3. Are there any blockers or issues?

Outcomes

- Clear understanding of daily progress
 - Early identification of blockers
 - Improved team coordination
-

2. Sprint Planning Meeting

Purpose

Sprint Planning defines the work to be completed during the upcoming sprint and how it will be achieved.

Duration

- Typically 2–4 hours (depending on sprint length)

Participants

- Product Owner
- Development Team
- Scrum Master



Activities

- Review product backlog items
- Select user stories for the sprint
- Define sprint goal
- Break stories into tasks and estimate effort

Outcomes

- A committed sprint backlog
 - Clear sprint goal
 - Shared understanding of priorities
-

3. Retrospective Meeting

Purpose

The Retrospective focuses on continuous improvement by reflecting on the completed sprint.

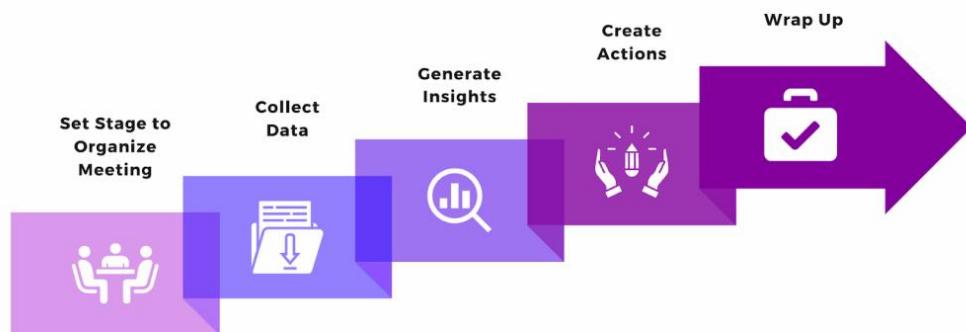
Duration

- 1–2 hours

Participants

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

STEPS IN RETROSPECTIVE MEETINGS



Key Discussion Areas

- What went well?
- What did not go well?

- What can be improved in the next sprint?

Outcomes

- Identified improvement actions
 - Enhanced team collaboration
 - Better processes in future sprints
-

Conclusion

Agile meetings play a crucial role in ensuring transparency, adaptability, and continuous improvement. When conducted effectively, they help teams deliver high-quality software efficiently and collaboratively.