

## Scrum – Ceremonies

### 1 Sprint Planning

- ✓ Time boxed at 2 hours per week
- ✓ All Scrum team members should attend
- ✓ Define Team's capacity
- ✓ Definition of "Done"

### 3 Sprint Review

- ✓ Time boxed at one hour per week
- ✓ All Scrum team members including stakeholders should attend
- ✓ Demonstrate the working software and receive feedback

### 2 Daily Scrum

- ✓ Time boxed at 15 minutes - fixed
- ✓ All Scrum team members should attend
- ✓ 3 Questions should be asked to team members

### 4 Sprint Retrospection

- ✓ Time boxed at 45 minutes per week
- ✓ All Scrum team members should attend
- ✓ 4 Questions should be asked to each team member