

# Scrum meeting

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There are four(4) popular different meetings in Scrum

## by priority

- Sprint Planning Meeting
- Daily Scrum (repeated until the last day)
- Sprint Review Meeting
- Sprint Retrospective Meeting
- Backlog refinement meeting (any time in the sprint)

## Sprint Planning Meeting

Planning and choosing the backlog item that we will work on it in the current sprint.

**Product owner comes here to clarify the feature to the team**

**Duration: 4h**

## Daily scrum

daily meeting for the scrum team, they just make sure for like 10m, and ask about the last day what they finish, and what we are going to work on it today.

Everyone in the team should answer for those questions

- What did I do yesterday.
- What will I do today.
- Is there any problem(impedes)?

Also **Scrum master** make sure that everything is ok?

**No need for the Product owner here**

## Benefit

If any developer has any problem, team might fix it in the beginning of the day. **To prevent lateness**

**Duration: 15m**

## Sprint Review Meeting

After the sprint finish "for e.g. two weeks" they take an overview about everything that has been done in this sprint for the customer to get approved.

## Product owner

Product Owner at the first of this meeting will declare which of the Product Backlog Items committed to the sprint ( What he/her agrees with the team to build )

## What they doing in this meeting?

Team browse what did they did in this sprint.

## How attend this meeting?

- all stakeholders e.g.
  - Development team
  - Product owner
  - URI User
  - Victor VIP
  - Scrum Master
  - CEO

## What happen to Items that are not "Done" or "Almost Done"?

All of them will be moved in their entirety back to the Product Backlog

You don't move them to the next Sprint,  
Because there's a Sprint Planning Meeting and they will decide if they will  
works on it or not,  
based on the priority.

## Feedback

Usually you should hear a feedback from stakeholders

**Customer might approve and might reject, So Every Product backlog item must be accepted in the Sprint review Meeting from the customer.**

**Duration: 2h**

## Backlog Refinement Meeting

This meeting usually comes after Review Meeting, **Product Owner** meet the scrum team and take a look at the Product backlog and rate the priority, because if the product owner didn't come for while, team knows the priority for the next sprints

One of the objective of this meeting is to create Product backlog items that are "properties"

- INDEPENDENT
- NEGOTIABLE
- VALUABLE
- ESTIMABLE
- SMALL
- TESTABLE

also there's a questions that must be asked

- who
- what
- why

### Backlog Refinement Purpose

- Estimation of effort (Large,medium,small)
- Clarification of requirements
- Decomposition of large **Product Backlog Items** into smaller ones. (e.g. epics to user stories)

**Duration: 2h**

## Sprint Retrospective Meeting

The scrum team meet each other, for rate every person in the team what can he afford, and rate the last sprint. They usually asked about the

- What you've done well in the sprint
- What you didn't do too well in the sprint.

**Duration: 2h**