

# Meetings in Agile

## 1. Daily Standup Meeting (Daily Scrum)

### Purpose:

The Daily Standup is a short, time-boxed meeting (usually 15 minutes) held every day to sync the team's progress and identify blockers.

### Key Points Discussed:

- What did I work on yesterday?
- What will I work on today?
- Are there any blockers or issues?

### Participants:

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

### Benefits:

- Improves team transparency
- Identifies blockers early
- Keeps everyone aligned on daily goals



## 2. Sprint Planning Meeting

### Purpose:

Sprint Planning defines **what work will be done** in the upcoming sprint and **how it will be completed**.

### Key Activities:

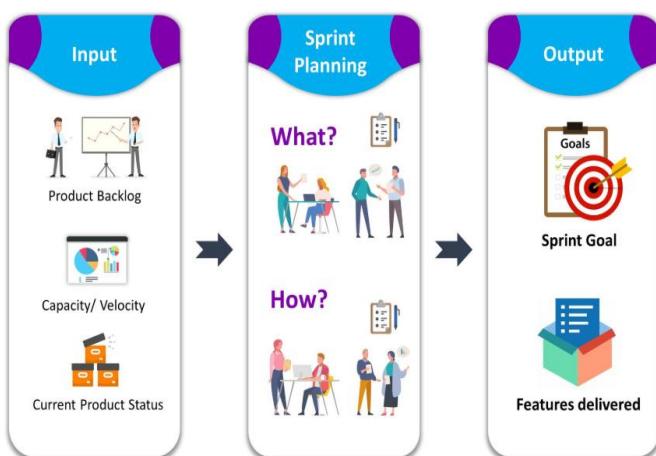
- Selecting items from the Product Backlog
- Defining Sprint Goal
- Estimating tasks and effort
- Creating Sprint Backlog

### Participants:

Product Owner, Scrum Master, Development Team

### Benefits:

- Clear sprint goals
- Better workload distribution
- Reduces confusion during development



### 3. Sprint Retrospective Meeting

#### Purpose:

The Retrospective is conducted at the end of a sprint to reflect on **what went well**, **what didn't**, and **how to improve** in the next sprint.

#### Key Discussion Areas:

- What went well?
- What problems occurred?
- What improvements can be made?

#### Participants:

Scrum Master, Development Team, Product Owner

#### Benefits:

- Continuous process improvement
- Encourages team feedback
- Improves productivity and team morale

## SPRINT RETROSPECTIVE OBJECTIVES

01

What worked or went well?

02

What caused problems, failed to work properly, or did not go well?

03

What can be done differently in the next sprint to improve the process and overcome the problems occurring previously?

## Scrum Sprint Retrospective Matrix to Examine Meeting Process

This slide covers the matrix showing the examination of process by scrum sprint retrospective team. It includes four basic questions such as what went well and less, what to try next and what puzzles us.



#### What went well?

Market Team

Good inputs from marketing team

Enjoyed working with marketing team

Good collaboration with marketing team

Product demo to John went really nice

Good feedback from first customers

Add text here

Excellent team spirit

Excellent product demo meeting



#### What went less well?

Some issues identified in this week related to product release

Release deployment woes

Final release delayed

Add text here



#### What do we want to try next?

Team Retro

Team Retro 01

Use of team retro for weekly retrospectives

Gather sample data from text environment

Invite marketing to sprint review

Add text here

Add text here

Add text here

Add text here



#### What puzzles us?

When we would get sample data for the test environment?

Add text here

Add text here