**Give a summary of different meetings in agile1.Sprint Planning**

**Purpose:** Plan work for the upcoming sprint.  
**Attendees:** Dev Team, Product Owner (PO), Scrum Master.  
**Key Questions:**

* *What* can we deliver? (PO clarifies backlog priorities)
* *How* will we deliver it? (Team breaks down tasks).  
  **Duration:** 1-2 hours per week of sprint (e.g., 2h for a 2-week sprint).

**2. Daily Standup (Daily Scrum)**

**Purpose:** Sync progress, identify blockers.  
**Attendees:** Dev Team, Scrum Master (PO optional).  
**Structure (15 mins max):**

* What did I do yesterday?
* What will I do today?
* Any impediments?

**3. Sprint Review (Demo)**

**Purpose:** Showcase completed work to stakeholders.  
**Attendees:** Team, PO, Stakeholders, Scrum Master.  
**Focus:** Feedback on the product increment.  
**Duration:** 1 hour per sprint week (e.g., 2h for 2-week sprint).

**4. Sprint Retrospective**

**Purpose:** Reflect on team processes and improve.  
**Attendees:** Dev Team, Scrum Master, PO.  
**Questions:**

* What went well?
* What didn’t?
* Action items for next sprint.  
  **Duration:** 45 mins per sprint week.

**5. Backlog Refinement (Grooming)**

**Purpose:** Clarify and estimate upcoming backlog items.  
**Attendees:** Team, PO, Scrum Master.  
**Activities:** Split user stories, estimate effort (story points), prioritize.  
**Duration:** 1-2 hours weekly/bi-weekly.