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Agile meeting

An **Agile meeting** is a structured conversation that takes place within Agile project management frameworks (like Scrum or Kanban) to help teams collaborate, plan, and deliver work efficiently. These meetings are designed to support **transparency, inspection, and adaptation**, which are key principles of Agile.

Who attends Agile meetings?

One of the best ways to ensure you're set up for an effective and efficient meeting is to evaluate your attendee list. That way, everybody who needs to be there is present — but you aren't clogging up other people's calendars if they have nothing to contribute to the conversation.

In Agile Scrum meetings, generally, the following people are involved:

Development team: Development team members are the ones who have boots on the ground and are actually doing the work, so they should be present at all of your Agile meetings.

Scrum master: The Scrum master is a team leader who helps everyone abide by Scrum theories and practices and enables better team interactions.

Product owner: The product owner (typically the key stakeholder) is accountable for the work of the Scrum team and oversees the product or output of the team.

Stakeholders: Stakeholders are any people who have an interest in what the Scrum team is creating, but aren't directly involved in the process of creating it.

Types of Agile meetings?

1. Sprint Planning

Think of the sprint planning as a whole-staff meeting for the project. The entire scrum team needs to be present so everyone is aware of the stakeholders, instructions, updates, and goals.

- **Purpose**: Plan the work to be completed during the upcoming sprint.

- **Participants**: Product Owner, Scrum Master, Development Team

- **When**: At the beginning of each sprint (typically every 1–4 weeks)

- **Key Activities**:

  - Define the sprint goal

  - Select product backlog items

  - Break work into tasks

2. Daily Stand-up (Daily Scrum)

The daily standup is the most common. The attendees include the Development Team and Scrum Master, and the team uses this time to discuss their progress on a project and identify any hurdles. They share what they accomplished yesterday, what they plan to finish today, how it aligns with the sprint, and the issues they're facing. These discussions help ensure that everything is going according to plan.

- **Purpose**: Quick status update and alignment on daily goals

- **Duration**: 15 minutes

- **Participants**: Development team (Scrum Master & Product Owner optional)

- **Questions answered**:

  1. What did I do yesterday?

2. What will I do today?

3. Are there any blockers?

3. Sprint Review

A sprint review meeting occurs so the team can tackle output from their previous sprint. Along with the development team, product owner, and scrum master, stakeholders are also present. The team will showcase their work to receive feedback throughout the sprint. This helps agile teams track progress and share notes.

- **Purpose**: Review and demonstrate what was accomplished during the sprint

- **Participants**: Scrum team + stakeholders

- **When**: At the end of the sprint

- **Key Activities**:

  - Demonstrate completed work

  - Collect feedback from stakeholders

  - Discuss what to do next

4. Sprint Retrospective

The sprint retrospective meeting occurs after the sprint review. It includes the agile team and is completed by the end of the sprint. In most scenarios, the Scrum Master leads this meeting to reflect on the product.

- **Purpose**: Reflect on the sprint and identify improvements

- **Participants**: Scrum team

- **When**: After the Sprint Review and before the next Sprint Planning

- **Key Activities**:
    - What went well?
    - What didn't go well?
    - How can we improve?