

AGILE MEETINGS

Agile projects depend heavily on teamwork, communication, and feedback. To make sure the team stays on track, Scrum (a popular Agile framework) defines several important meetings. These meetings are short, focused, and happen regularly so that the team can plan, align, and improve together.

The three most important Scrum meetings are:

1. Daily Stand-up Meeting
2. Sprint Planning Meeting
3. Sprint Retrospective Meeting

Daily Stand-up Meeting

- Also called the **Daily Scrum**.
- A **15-minute meeting** that happens every day during a sprint.
- The development team members share quick updates.
- Usually done by standing up (to keep it short and focused).

Each member answers **3 questions**:

1. What did I do yesterday?
2. What will I do today?
3. Are there any blockers or issues?

Purpose:

- Improves team communication.
- Helps identify problems early.
- Keeps everyone on the same page.



Sprint Planning Meeting

- Happens at the **start of every sprint** (usually 2–4 weeks long).
- The whole Scrum Team (Product Owner, Scrum Master, Development Team) participates.
- Duration: **2–4 hours** for a 2-week sprint.

Main Goals:

1. Decide **what work** will be done in the sprint.
2. Break tasks into smaller pieces.
3. Estimate the effort required.
4. Finalize the **Sprint Backlog** (list of items to complete).

Who does what?

- **Product Owner** explains priorities from the Product Backlog.
- **Team** discusses and commits to tasks they can finish.
- **Scrum Master** facilitates the meeting.



Sprint Retrospective Meeting

- Happens at the **end of every sprint**, after the Sprint Review.
- Duration: **1–2 hours**.
- The team reflects on the sprint and finds ways to improve.

Team discusses 3 things:

1. What went well during the sprint?
2. What didn't go well?
3. What can we improve in the next sprint?

Purpose:

- Encourages continuous improvement.
- Builds a positive team culture.
- Helps avoid repeating mistakes.

