**MEETING IN AGILE**

**1. Daily Scrum (or Daily Stand-up)**

* **Core Purpose:** This is a short, focused meeting held every day to ensure the Development Team stays aligned on the Sprint Goal and to identify any roadblocks early. It's about transparency and coordination within the team.
* **Participants:** Primarily the **Development Team** members. The **Scrum Master** attends to ensure the meeting stays within the timebox and to help remove any impediments raised. The **Product Owner** may attend to listen and answer any clarifying questions about the Product Backlog Items, but they are usually an observer.
* **Typical Activities:** Each Development Team member usually answers the following (though the format can vary):
  + **What did I accomplish yesterday that contributed to the Sprint Goal?** This helps the team understand the progress made.
  + **What will I work on today to contribute to the Sprint Goal?** This provides visibility into the day's plan.
  + **Are there any impediments or roadblocks that are preventing me from doing my work?** This is crucial for identifying and addressing issues quickly.
* **Key Outcomes:**
  + **Synchronization:** The team gains a shared understanding of each other's progress and plans.
  + **Early Problem Detection:** Impediments are identified and can be addressed by the Scrum Master.
  + **Increased Collaboration:** It fosters a sense of teamwork and shared responsibility towards the Sprint Goal.
  + **Efficient Flow:** By quickly addressing issues, the team can maintain a steady pace.
* **Important Note:** The Daily Scrum is *for* the Development Team. It's not a status report to the Scrum Master or Product Owner. Discussions that require more in-depth conversation should happen outside of this brief meeting.

**2. Sprint Planning**

* **Core Purpose:** This meeting kicks off each Sprint and is where the entire Scrum Team collaborates to define what will be delivered in that Sprint and how the Development Team will achieve it.
* **Participants:** The **entire Scrum Team** participates: the **Product Owner** (who brings the prioritized Product Backlog), the **Development Team** (who understand their capacity and how to build the product), and the **Scrum Master** (who facilitates the meeting and ensures the process is followed).
* **Typical Activities:**
  + **Product Owner presents the Sprint Goal:** This provides a clear objective for the Sprint.
  + **Product Owner presents prioritized Product Backlog Items (PBIs):** These are the features, user stories, or tasks that could potentially be included in the Sprint.
  + **Development Team discusses and asks clarifying questions about the PBIs:** They need to understand the scope and requirements.
  + **Development Team forecasts how much work they can commit to for the Sprint:** This is based on their capacity and past performance.
  + **The Scrum Team collaboratively selects the PBIs that will be included in the Sprint:** These form the Sprint Backlog.
  + **The Development Team creates a plan for how they will deliver the selected PBIs:** This involves breaking down the PBIs into smaller tasks and estimating the effort required.
* **Key Outcomes:**
  + **Sprint Goal:** A clear and concise objective for the Sprint.
  + **Sprint Backlog:** A list of the Product Backlog Items the Development Team commits to delivering during the Sprint.
  + **Sprint Plan:** An initial plan of how the Development Team will approach the work in the Sprint Backlog.
  + **Shared Understanding:** The entire Scrum Team has a common understanding of the Sprint's objectives and deliverables.

**3. Sprint Review**

* **Core Purpose:** This meeting is held at the end of each Sprint to inspect the Increment (the working product functionality developed during the Sprint) and gather feedback from stakeholders. It's about transparency and adaptation based on what was built.
* **Participants:** The **Scrum Team** (Product Owner, Scrum Master, and Development Team) and **key stakeholders**. Stakeholders can include customers, users, management, and other interested parties.
* **Typical Activities:**
  + Product Owner explains which Product Backlog Items have been "Done" and which have not. This provides clarity on what was achieved.
  + **Development Team demonstrates the Increment:** They show the working functionality to the stakeholders.
  + **Stakeholders provide feedback on the Increment:** This is crucial for understanding if the product is meeting their needs and expectations.
  + The Scrum Team discusses what went well during the Sprint, any challenges faced, and the overall progress towards the Product Goal.
  + The Product Owner may discuss the current state of the Product Backlog and potential next steps based on the feedback and market conditions.
* **Key Outcomes:**
  + **Stakeholder Feedback:** Valuable insights on the Increment that can influence future development.
  + **Increment Inspection:** Stakeholders see the working product and can provide concrete input.
  + **Product Backlog Adaptation:** The Product Owner can update the backlog based on the feedback and learnings.
  + **Increased Transparency:** Stakeholders gain visibility into the progress of the development effort.

**4. Sprint Retrospective**

* **Core Purpose:** This meeting is held after the Sprint Review and is an opportunity for the Scrum Team to reflect on the past Sprint and identify ways to improve their processes, tools, and teamwork. It's about continuous improvement.
* **Participants:** The **Scrum Team** (Product Owner, Scrum Master, and Development Team).
* **Typical Activities:**
  + The team discusses what went well during the Sprint.
  + The team identifies what could have been done better.
  + The team brainstorms potential actions or improvements.
  + The team creates and agrees on a plan of action for implementing the most important improvements in the next Sprint.
* **Key Outcomes:**
  + **Identified Improvements:** Concrete actions that the team will take to enhance their effectiveness.
  + **Improved Processes:** Changes to how the team works to increase efficiency and quality.
  + **Enhanced Teamwork:** A stronger sense of collaboration and understanding within the team.
  + **Continuous Learning:** A culture of reflection and adaptation.

**5. Backlog Refinement (or Backlog Grooming)**

* **Core Purpose:** This is an ongoing activity (often taking the form of regular meetings) to ensure the Product Backlog is healthy and prepared for upcoming Sprints. It's about keeping the backlog organized and actionable.
* **Participants:** Typically the **Product Owner** and some or all members of the **Development Team**. The **Scrum Master** may facilitate.
* **Typical Activities:**
  + **Reviewing Product Backlog Items (PBIs):** Ensuring they are still relevant and aligned with the Product Goal.
  + **Splitting large PBIs into smaller, more manageable ones:** This makes them easier to understand and deliver within a Sprint.
  + **Adding details and acceptance criteria to PBIs:** This ensures everyone has a clear understanding of what needs to be built and how it will be validated.
  + **Estimating the effort required for PBIs:** This helps the Product Owner with prioritization and the Development Team with Sprint Planning.
  + **Reprioritizing PBIs as needed:** This ensures the team is working on the most valuable items.
* **Key Outcomes:**
  + **Clearer Product Backlog Items:** Well-defined and understandable requirements.
  + **Manageable PBIs:** Items that can be realistically completed within a Sprint.
  + **Estimated PBIs:** Understanding of the effort involved to aid in planning.
  + **Prioritized Backlog:** Ensuring the team works on the most important things first.
  + **A "Ready" Backlog:** Items at the top of the backlog are well-prepared for upcoming Sprint Planning.

These five types of meetings are fundamental to many Agile frameworks, particularly Scrum. They provide the structure for communication, planning, delivery, and continuous improvement within an Agile team.

**snap of Agile meets:**