

Agile Meetings and Ceremonies

[DT-0540] Metodi di sviluppo agile

Daniele Di Pompeo

daniele.dipompeo@univaq.it



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DEGLI STUDI
DELL'AQUILA

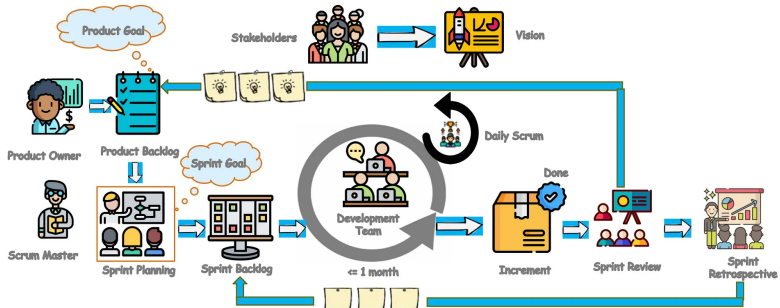
A.A. 2024-2025

Introduction to Agile Meetings

What are Agile Meetings?

- Agile meetings (ceremonies) are structured meetings held at regular intervals to support collaboration, transparency, and continuous improvement.
- They ensure that teams remain aligned with project goals, adapt to changing requirements, and communicate effectively.

Scrum Framework



What is Sprint Planning?

Definition:

- Sprint Planning is a collaborative meeting held at the start of each Sprint where the team defines what will be delivered during the upcoming Sprint.
- The goal is to set a clear Sprint Goal and determine the work from the Product Backlog that will be completed.

Duration:

- Typically, Sprint Planning lasts 2 hours for a two-week Sprint.

Who Does What in Sprint Planning?

Product Owner:

- Presents the prioritized items from the Product Backlog.
- Clarifies the acceptance criteria and business value of each item.

Development Team:

- Reviews the proposed work and discusses the technical aspects of implementation.
- Breaks down high-priority items into tasks and estimates the effort.

Scrum Master:

- Facilitates the meeting and ensures the team follows Scrum principles.

Sprint Goal and Commitment

Sprint Goal:

- The Sprint Goal defines the objective the team aims to achieve by the end of the Sprint.
- It provides the team with a clear focus and aligns the work.

Team Commitment:

- The team commits to completing the selected Product Backlog items during the Sprint.
- Commitments are made based on team capacity and past performance (velocity).

Example of Sprint Planning

Scenario:

- The Product Owner suggests working on three high-priority features for an e-commerce platform: payment integration, shopping cart functionality, and order summary page.
- The Development Team discusses the technical details, identifies potential challenges with payment integration, and breaks down the features into smaller tasks.

Outcome:

- The team commits to completing the shopping cart and order summary pages, while leaving the payment integration for the next Sprint.
- Sprint Goal: "Complete core shopping experience features."

What is the Daily Scrum?

Definition:

- The Daily Scrum (also called the Daily Standup) is a 15-minute time-boxed meeting held each day during the Sprint.
- Its purpose is to synchronize the team's work and ensure progress toward the Sprint Goal.

Focus:

- Team members discuss what they did yesterday, what they will do today, and any blockers they are facing.

Who Does What in the Daily Scrum?

Development Team:

- Each team member provides a brief update on their progress.
- They also raise any issues or blockers that are impeding their work.

Scrum Master:

- Facilitates the meeting, but does not direct the conversation.
- Helps remove blockers after the meeting, but does not interfere with the team's discussion.

Product Owner:

- May attend the Daily Scrum but typically listens and does not intervene.

Structure of the Daily Scrum

Three Key Questions:

- What did I do yesterday to help the team achieve the Sprint Goal?
- What will I do today to help the team achieve the Sprint Goal?
- What obstacles are blocking me or the team from achieving the Sprint Goal?

Timing:

- The Daily Scrum is held at the same time and place every day to create consistency.

Example of a Daily Scrum

Scenario:

- Yesterday, a developer worked on the shopping cart functionality, but they encountered a bug when adding multiple items.
- Today, they plan to fix the bug and test it.
- They mention that they are blocked because they need help to resolve the issue.

Scrum Master's Role:

- The Scrum Master offers to facilitate communication between other developers and testers to quickly resolve the blocker.

What is the Sprint Review?

Definition:

- The Sprint Review is held at the end of the Sprint to inspect the product increment and gather feedback from stakeholders.
- The goal is to demonstrate the work completed during the Sprint and align it with stakeholder expectations.

Duration:

- Typically, Sprint Reviews last about 1-2 hours for a two-week Sprint.

Who Does What in the Sprint Review?

Development Team:

- Demonstrates the work completed during the Sprint, including any new features, bug fixes, or technical improvements.

Product Owner:

- Ensures the work presented meets the acceptance criteria.
- Gathers feedback from stakeholders to update the Product Backlog for future Sprints.

Stakeholders:

- Provide feedback on the product and offer insights into evolving customer needs.

Sprint Review Agenda

Typical Agenda:

- Welcome and overview of Sprint Goal.
- Demonstration of completed work (e.g., new features, bug fixes).
- Stakeholder feedback and discussion.
- Product Owner updates the Product Backlog based on feedback.

Focus:

- The focus is on reviewing what has been accomplished and aligning it with future priorities.

Example of a Sprint Review

Scenario:

- The team demonstrates the new payment integration feature to stakeholders.
- Stakeholders provide feedback, requesting additional currency support in future Sprints.

Outcome:

- The Product Owner adds "multi-currency support" to the Product Backlog and prioritizes it for the next Sprint.

What is the Sprint Retrospective?

Definition:

- The Sprint Retrospective is a meeting held at the end of the Sprint to reflect on the process and identify ways to improve in the next Sprint.
- It focuses on team dynamics, collaboration, and processes, not the product itself.

Duration:

- Typically 45 minutes to 1 hour for a two-week Sprint.

Who Does What in the Sprint Retrospective?

Development Team:

- Reflects on their performance during the Sprint, discussing what went well and what didn't.

Scrum Master:

- Facilitates the meeting, ensuring the team feels comfortable discussing challenges and improvements.

Product Owner (optional):

- May attend to provide insights, but the focus is typically on the development process.

Structure of the Sprint Retrospective

Three Key Questions:

- What went well during the Sprint?
- What didn't go well during the Sprint?
- What improvements can we make for the next Sprint?

Actionable Outcomes:

- The team identifies specific steps to improve collaboration, processes, or tools in the next Sprint.

Example of a Sprint Retrospective

Scenario:

- The team reflects that communication was difficult when working remotely, and they missed several Daily Scrums.
- They also discuss how pair programming worked well for complex tasks.

Outcome:

- The team decides to use a better communication tool and schedule a daily reminder for the Scrum meetings.
- They agree to continue pair programming for challenging tasks in the next Sprint.

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