## **Summary of Different Meetings in Agile:**

Agile methodology includes various types of meetings (also known as **ceremonies or events**) designed to facilitate communication, collaboration, transparency, and continuous improvement. These meetings are crucial for managing Agile projects efficiently.

### **1. Sprint Planning**

* **Purpose**: To define what can be delivered in the upcoming sprint and how that work will be achieved.
* **Attendees**: Product Owner, Scrum Master, and Development Team.
* **Frequency**: At the beginning of each sprint.
* **Outcome**: Sprint Goal and a Sprint Backlog (a list of tasks the team commits to completing).

### **2. Daily Stand-up (Daily Scrum)**

* **Purpose**: To synchronize activities and create a daily plan for the team.
* **Duration**: 15 minutes.
* **Structure**: Each member answers three questions:  
  1. What did I do yesterday?
  2. What will I do today?
  3. Are there any blockers?
* **Benefits**: Promotes transparency and quick identification of issues.

### **3. Sprint Review**

* **Purpose**: To demonstrate the work completed during the sprint to stakeholders and gather feedback.
* **Attendees**: Scrum Team and stakeholders.
* **Timing**: Held at the end of the sprint.
* **Outcome**: Improved product backlog based on stakeholder input.

### **4. Sprint Retrospective**

* **Purpose**: To reflect on the sprint process and identify areas for improvement.
* **Attendees**: Scrum Team.
* **Timing**: After the Sprint Review.
* **Focus Areas**: What went well, what didn’t, and what actions can be taken to improve.

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

* **Purpose**: To keep the product backlog updated and ready for future sprints.
* **Activities**: Clarifying stories, estimating effort, and prioritizing.
* **Attendees**: Product Owner and Development Team.
* **Timing**: Ongoing throughout the sprint.

These Agile meetings promote **team collaboration, quick adaptability to change**, and continuous **feedback-driven development**, which are the core values of Agile.