DIFFERENT MEETINGS IN AGILE

1.SPRINT PLANNING:

The purpose of this is to plan the duration of which the assigned project will be completed.

Who attends: Product Owner, Scrum Master, Development Team.

Focus:

What can be delivered?

How will the work be achieved?

2.DAILY STANDUP:

It is meeting about the quick review of the assigned task .

Who attends: Development Team (Scrum Master and Product Owner may listen).

Focuses on:

What did you do yesterday?

What will you do today?

Any Impediments/Blockers

3. SPRINT REVIEW:

Purpose: Show completed work to stakeholders.

Who attends: Development Team, Product Owner, Scrum Master, Stakeholders.

Focus:

Demonstrate new features.

Get feedback.

4. SPRINT RETROSPECTIVE:

Purpose: Reflect and improve the team's process.

Who attends: Development Team, Scrum Master, (sometimes Product Owner).

Focus:

What went well?

What didn't?

What actions can we take to improve?

5. BACKLOG REFINEMENT(Grooming):

Purpose: Prepare the product backlog for future sprints.

Who attends: Product Owner, Development Team (sometimes Scrum Master).

Focus:

Clarify backlog items.

Estimate stories.

Prioritize tasks.