AGILE MEETINGS

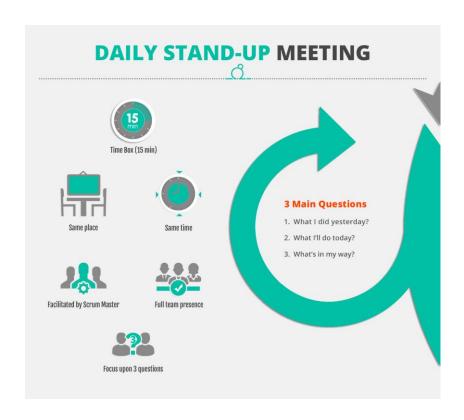**1. Daily Stand-Up Meeting** *(15 minutes)*

The **daily stand-up meeting** (also called the **daily scrum**) is a short meeting conducted every day, usually lasting **10–15 minutes**. The goal is to **synchronize the team's activities** and identify any obstacles.

- **Purpose**: To quickly review progress and plan the next 24 hours.

- **Format**: Each team member answers three key questions:

    1. What did I complete yesterday?

    2. What will I work on today?

    3. Are there any blockers?

- **Benefits**: Improves team communication, transparency, and helps identify issues early.

2. Sprint Planning Meeting *(2–4 hours)*

Sprint planning happens at the **beginning of each sprint** (usually 1–4 weeks). The goal is to **define the sprint goal** and decide which **user stories or tasks** will be completed during the sprint.

- **Participants**: Product Owner, Scrum Master, and Development Team.

- **Activities**:

  - **Product Owner** presents the **prioritized product backlog**.

  - The team discusses and selects items for the sprint.

  - Tasks are broken down, estimated, and assigned.

- **Benefits**: Ensures alignment between the **product vision** and the **team's work**, leading to better sprint outcomes.

3. Sprint Retrospective Meeting *(1–2 hours)*

The **retrospective** is held **at the end of each sprint** to **reflect on the process** and **identify improvements**.

- **Purpose**: Discuss what went well, what didn't, and how to improve.

- **Approach**: The team shares feedback openly, while the Scrum Master facilitates the discussion.

- **Benefits**: Encourages continuous improvement, boosts team morale, and refines Agile practices.

SPRINT RETROSPECTIVE OBJECTIVES

01 What worked or went well?

02 What caused problems, failed to work properly, or did not go well?

03 What can be done differently in the next sprint to improve the process and overcome the problems occurring previously?