This table will help you with Scrum event preparations and save you time.

Event	Timing	Attendees	Prerequisite	During	Outcome
Sprint Planning	max 8 hours for one month sprint and relatively 2 hours per week	Mandatory • PO • Developers Optional • SM	Prioritized and clear Product Backlog. Availability of the team members is planned.	The team decide what work to pull in the Sprint.	Committed Sprint Backlog with a clear Sprint Goal*
Daily Scrum	Max 15 min	Mandatory • Developers Optional • PO • SM	The task board is updated and available for all	The team shares challenges and if any support is required	The adjustment of committed items in case of need.
Sprint Review	1 hour per week. Ex: for 2 weeks Sprint max 2 hours respectively	Mandatory • PO • SM • Developers • Stakeholders/ Customers	Sprint Goal* is reached and ready to be presented	Team presents what was "Done" during Sprint to PO and stakeholders and shares what has not been "Done"	Feedback from PO or stakeholders about the delivered work.
Sprint Retrospective	Maximum 1,5 hours for 2 weeks Sprint	Mandatory • SM • Developers Optional • PO	Previous retrospective outcome action items are available	The team shares what went good or/and wrong during Sprint. Highlight and discuss protentional improvement points and what has been done from previous improvement action items.	Action plan towards improvement points for next sprint.
Backlog Refinement (not mandatory)	Maximum 1 hour for 2 weeks Sprint	Mandatory • Developers • PO Optional • SM	Prioritized backlog provided by PO.	PO works with the team on establishing the prioritized Backlog. Capture dependencies and risks.	Backlog items that mee Definition of Ready: · Clear name of the Backlog Item · Good story · Clear acceptance criteria Estimate

Sprint Goal* - The Sprint Goal is an objective set for the Sprint that can be met through the implementation of Product Backlog.

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