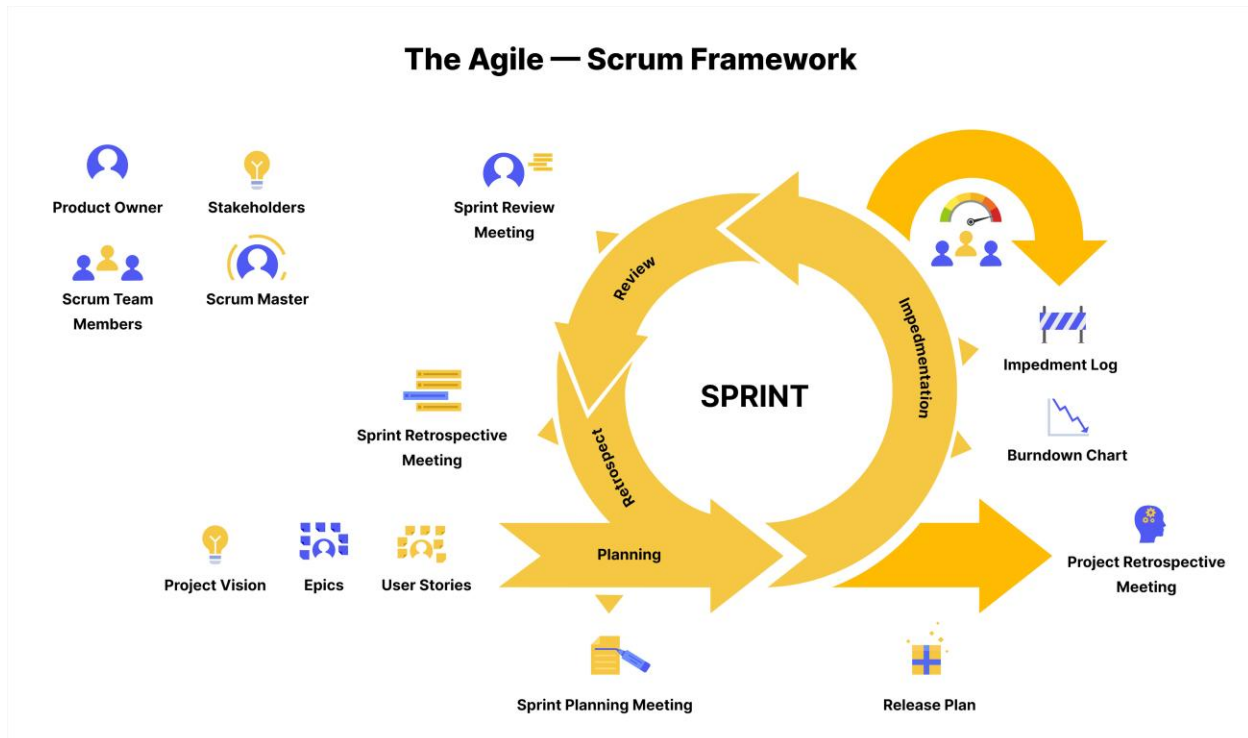


Different Types of Meetings in Agile

Agile methodologies rely on frequent collaboration and communication among team members to ensure continuous improvement and adaptability. Various structured meetings (or ceremonies) help Agile teams stay aligned, inspect progress, and adapt their plans.

The most popular agile practice scrum meetings provide transparency and regular communication with the team.



1. Sprint Planning

Purpose: To define the work to be done in the upcoming sprint.

Participants: Product Owner, Scrum Master, Development Team.

Key Activities:

- The Product Owner presents the highest-priority items from the product backlog.
- The team discusses each item, estimates effort, and commits to a realistic sprint goal.
- Tasks are broken down into manageable units.

Duration: Typically 1-2 hours per week of sprint length (e.g., 2 hours for a 2-week sprint).

2. Daily Stand-up (Daily Scrum)

Purpose: To provide a quick status update and identify blockers.

Participants: Development Team, Scrum Master (optional: Product Owner).

Key Activities:

- Each team member answers three questions:
 1. What did I do yesterday?
 2. What will I do today?
 3. Are there any blockers?
- The meeting is time-boxed (usually 15 minutes).

Duration: 15 minutes max.

3. Sprint Review (Demo)

Purpose: To showcase completed work to stakeholders and gather feedback.

Participants: Development Team, Product Owner, Scrum Master, Stakeholders.

Key Activities:

- The team demonstrates completed features.
- Stakeholders provide feedback for future iterations.
- The Product Owner may update the backlog based on feedback.

Duration: 1 hour per week of sprint length (e.g., 2 hours for a 2-week sprint).

4. Sprint Retrospective

Purpose: To reflect on the sprint and identify improvements.

Participants: Development Team, Scrum Master, Product Owner (optional).

Key Activities:

- Discuss what went well, what didn't, and action items for improvement.
- Techniques like "Start, Stop, Continue" may be used.
- Focus on continuous process improvement.

Duration: 45 minutes to 1.5 hours.

5. Backlog Refinement (Grooming)

Purpose: To ensure the backlog is well-prioritized and ready for future sprints.

Participants: Product Owner, Development Team, Scrum Master.

Key Activities:

- Clarify requirements, estimate effort, and break down large user stories.
- Remove outdated items and add new ones based on changing needs.

Duration: 1-2 hours per week, depending on backlog size.