## Agile meeting/ Agile Ceremonies-

* In Agile meeting we have different meeting
  1. Grooming meeting
  2. Sprint planning meeting
  3. Scrum meeting/ Daily stand meeting
  4. Sprint review meeting
  5. Retrospective meeting.

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| **Meeting** | **Purpose** | **Duration/ Involved** |
| 1. **Grooming meeting**  (Before the start of sprint or Any time) | 1. User story/ Req. 🡪 To understand | **30 min/ 1hr** 🡪 PO, PM, Design, Dev Team, Testing Team,client |
| 2. **Sprint planning meeting**  (Start of sprint) | 1. Current sprint **US add/ work decide** – BA, PM, Design  2. **Estimation**/ **story point** –Time for dev & testing  Ex. 1US = 16hr Dev + 8hr Test = 24 hr (3 days) | **30 min** 🡪 **PM**, BA, Design, Dev Team, Testing Team |
| 3. **Scrum meeting/ Daily stand meeting**  (Daily – every day) | 1. **What we have yesterday**  2. **What we are doing today**  3. **Issue**/ Rock block | **15 min** 🡪 **PM**, Design, Dev Team, Testing Team, BA (optional) |
| 4. **Sprint review meeting**  (Last day of sprint OR start day of next sprint) | 1. Current sprint US🡪 **Review**/ **Demo**  **Demo will give by Tester** (**Client Interaction**) | **30 min/ 1hr** 🡪 **BA/Client**, Designer, Dev team, Test Team, PM |
| 5. **Sprint retrospective meeting**  (Last day of sprint) | 1. Current sprint **Good/ Bad** things we done- dissuasion  1st Sprint complete 🡪 2nd Sprint | **30 min 🡪 PM,** Designer, dev team, Testing team, BA (optional) |

Grooming Meeting:-

Sprint duration – 2 week

Sprint 1

* **Sprint start date – 23 may 2022**
* **Sprint End date- 5 June 2022**

**Grooming Meeting:- (20 May 2022**)

Duration – 1 to 2 hr

This meeting will happen before start of sprint or any time middle of sprint.

* Client – 20 US

Phn pay-- 5

Gpay-2

FB--3

Whatsup--10

**Purpose of meeting:-**

To understand US.

To discuss user stories which are coming from client ..or client will explain all requirement.

**People involvement:-**

**Client involved.**

1. Dev team and lead
2. Tester team and lead
3. Product owner.
4. Design.

**2. Sprint planning meeting:-**

**Duration – 1 hr**

23 May 2022

**Purpose of meeting:-**

* **In this meeting we assign US to Dev team.**
* **Also we decide the Story point for each and every US.**
* **People involvement:-**
* **DEV team**
* **Tester Team**
* **Design**
* **Product owner**
* **Project manager / scrum master.**

**This meeting will happen once in every sprint.**

**Story point – is nothing but time required to complete US which given by DEV and Tester.**

**1 Story point== 8 hr**

**50 SP---sprint 1**

**Ticket -2===5**

**20SP-**

**50-23===27**

**15US===50SP**

**US pending====5**

**Planning poker – it is used for Story point decide.**

**DCTACH- 101**

**Dev = 16 hr**

**Tester – 8hr**

**Total = 24hr/8**

**SP= 3**

**SP=====DEV work+ tester work**

**SP – imp**

**1 , 2 , 3 , 5 , 8 ,13**

**Dctach-100-**

**We have to fetch data and upload data into prod data base.**

**Dctach 101-----We have to fetch data**

**2 SP**

**DCTACH-102---upload data into prod data base.**

**SP -3**

**DCTACH-102**

**Rohan – 2 sp**

**Jeevan- 3 sp**

**Gaurav- 5 sp**

**Akshay-2 sp**

**Pallavi- 2 sp**

**3. Daily stand-up meeting/ Scrum meeting:-**

**This meeting will happen daily till sprint end.**

**Duration – 15 min**

**People involved-**

* **Dev**
* **Tester**
* **Product owner.**

**Agenda meeting:-**

* **What we are done yesterday?**
* **What we will do today?**
* **What are the road blocks/issue while doing regular work.**

