## 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**)

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:-**

23 May 2022

**Purpose of meeting:-**