Sprint Planning:

* Preparation - Prior to the meeting, the Product Owner will arrange the Product Backlog by priority, and the Scrum Master ensures team availability.
* Timebox - Sprint Planning can go to 4 hours for a one-month Sprint.
* Execution:
  + - The Product Owner introduces the most critical items from the Product Backlog.
    - The Development Team engages in discussion and verify what is being asked for best clarification.
    - The team selects a set of tasks they believe they can accomplish during the Sprint.
    - Then they create sprint goals
    - Collaboratively, the team shapes a Sprint Backlog by breaking down selected items into tasks.
* Outcome- The result is a Sprint Backlog and a defined Sprint Goal.

Daily Scrum:

* Preparation- No formal preparation is needed.
* Timebox- Keep it 15 minutes or less.
* Execution
  + - Each team member addresses three key questions: What did I accomplish yesterday? What will I tackle today? Are there any obstacles or impediments hindering progress?
    - The Scrum Master facilitates the meeting while allowing for equal participation.
    - The primary focus is on recognizing and resolving impediments.
* Outcome: A shared understanding of the team's progress and identification of potential impediments.

Backlog Refinement:

* Preparation- The Product Owner (PO) arranges a well-ordered Product Backlog, and the Scrum Master orchestrates the meeting.
* Timebox: Dedicate about 10% of the team's capacity, such as 2 hours for a two-week Sprint.
* Execution:
  + - Engage in discussions to clarify and refine items from the Product Backlog.
    - If necessary, split or rephrase backlog items for better clarity.
    - Ensure that top-priority items are well-defined and come with clear acceptance criteria.
* Outcome- Refined and comprehensible Product Backlog items, now prepared for Sprint Planning.

Sprint Review:

* Preparation: The PO invites stakeholders and ensures that the Increment is ready for review.
* Timebox: Allocate 4 hours for a one-month Sprint.
* Execution:
  + - The team conducts a demonstration of the Increment.
    - Stakeholders offer feedback and engage in discussions.
    - A review of what was completed and what remains outstanding is discussed.
    - The PO updates the Product Backlog as necessary.
* Outcome: Feedback from stakeholders, modifications to the Product Backlog, and potential new items for future Sprints.

Sprint Retrospective:

* Preparation: The Scrum Master schedules the meeting, and team members should have data from the retrospective.
* Timebox: Reserve 3 hours for a one-month Sprint.
* Execution:
  + - Reflect on the Sprint's performance, focusing on accomplishments, shortcomings, and opportunities for improvement.
    - Identify actionable steps for enhancement.
    - Assign responsibilities for these action items.
* Outcome - A list of action items to enhance the team's processes in the upcoming Sprint.

Scrum events are essential in Agile development because they serve specific purposes that are critical to the success of the team and the project. They continuously keep structure and communication at the basis. When these meetings are had, team members can really communicate on all the objectives and concerns going forward and the team can then change some of the tasks as needed or have an understanding. They allow for the team to grow and that’s what we want to see, we want to share the weaknesses and the strengths so that we can improve upon each other through positive reinforcement and constructive criticism. No team can function 100% all the team and be perfect. There is going to be flaws and the goal of meeting and teaming is to see the weakness and strengths and play off them to achieve a complete quality project. By following the above information, we can achieve these goals and make for a strong team. By allowing the team to know their worth and importance in these meetings and really take that extra step into showing them how to construct a soiled basis the team can really flourish and achieve the necessary goals.