Agile Ceremonies Quick Reference
PRODUCT OWNER

REFINEMENT [OWNER]
- **Maintain** backlog content user stories with acceptance criteria and estimates
- Ensure backlog visible, clear, & transparent

PLANNING [GOAL SETTER]
- **Present Ready Items**
- Ensures the **deliverability of goal**
- Ensures **clarity** of the goal
- Agrees to the **feasibility** of the plan

STAND-UP [OPTIONAL/OBSERVER]
- *Can attend* but cannot participate or feedback
- *Can help resolve impediments and offer clarity* to help the team

REVIEW [OWNER]
- *Discusses Done/not Done items*
- *Discusses current Product backlog* progress
- *Discusses the Roadmap* and any trends/projections in progress
  - Should we adapt plan/roadmap?

RETROSPECTIVE [PROCESS PEER]
- *Do not discuss the product or roadmap*
  - Contribute/share as a *peer team member* about
    - Team interaction
    - Agile adoption
    - Team approaches/methods
- *Report progress* on outcomes list

Agile Ceremonies Quick Reference
SCRUM MASTER

REFINEMENT [FACILITATOR]
- Focus on **clarifying features and stories**
- *Facilitates refinement* to support process
- *Removes impediments* & *ensures transparency*

PLANNING [FACILITATOR]
- *Updates the Sprint Plan*
- *Ensures the sprint backlog tasks transparent*
- *Confirms the estimates* and feasibility of plan

STAND-UP [OPTIONAL/FACILITATOR]
- *Can attend* but only facilitate
- *Can help resolve impediments*
- *Ensures the team understands* next steps
- Keep to *15 minutes max*
- Ensure *Progress & blockers visible/resolved*

REVIEW [FACILITATOR]
- *Ensures the meeting happens*
  - Everyone gets the purpose
  - Keeps to 4 hour timebox
- *Helps to facilitate* if needed

RETROSPECTIVE [PROCESS PEER]
- *Do not discuss the product or roadmap*
  - This is process improvement
- Contribute/share as a *peer team member*
  - Team interaction
  - Agile adoption
  - Team approaches/methods
- *Report progress* on outcomes list

Agile Ceremonies Quick Reference
DEVELOPER

REFINEMENT [PARTICIPANT]
- *Ask questions* to estimate stories & remove assumptions
- *Target flexible clarity with creativity*
- *Contribute to MVP* by finding Risks and Dependencies

PLANNING [TEAM OWNER]
- *Get clarity* on goals
- *Select stories for the Sprint Backlog* to support the Sprint goal
- *Review the story estimates*
- *Determine story tasks* for sprint backlog

STAND-UP [OWNER]
- *Lead the meeting*
- *Take turns explaining*
  - What was done yesterday
  - Any impediments
  - Next steps for today
- *Inspect / Adapt the plan* (Goal top of mind)

REVIEW [PARTICIPANT]
- *Discusses discoveries for the Product*
  - What is/is not working in the plan
  - What problems exist/was it resolved
- Discuss potential *product backlog adapts*
- Discuss *impacts to future sprint planning*

RETROSPECTIVE [PROCESS PEER]
- *Do not discuss the product or roadmap*
  - This is process improvement meeting
- Contribute/share as a *peer team member*
  - Team interaction
  - Agile adoption
  - Team approaches/methods
- *Report progress* on outcomes list