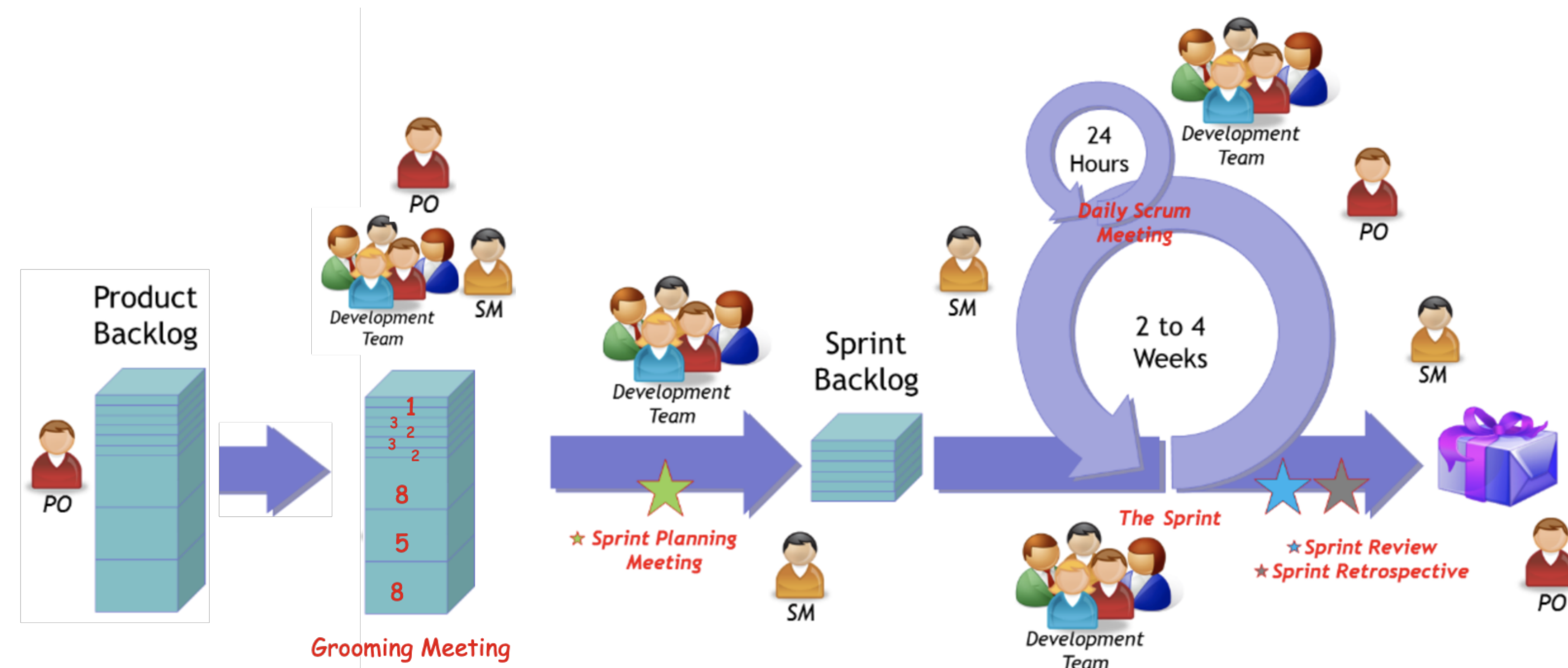


Scrum events / meetings



Scrum meeting Summary

Scrum meeting	When	Host	Attendees	Input	Process / Action	Output
Grooming	<ul style="list-style-type: none"> Before a sprint starts It can be at the 1st day start the sprint (grooming & sprint planning is merged) 	PO	Scrum team (PO, SM, Dev team)	Stories& AC	<ol style="list-style-type: none"> PO explains the stories & AC Giving points 	<ol style="list-style-type: none"> Dev team understood the stories Stories are sized / given point
Sprint Planning	1st day of the sprint	PO	Scrum team	Sized/estimated/pointed & prioritized user stories	<ol style="list-style-type: none"> SM creates sprint backlog The team identify the team capacity & team velocity PO Takes /pulls/ selects user stories from Product backlog to the Sprint backlog based on DOR list SM starts the sprint -> sprint starting date/ending date / sprint goal 	<ol style="list-style-type: none"> SB is ready with the exact user stories that the dev team should work during the sprint dev team knows the sprint goal
Daily stand up	every day morning	SM	SM, Dev team	team's daily work status Scrum board	<ul style="list-style-type: none"> 3 questions: <ul style="list-style-type: none"> what I did yesterday? what I'll do today? Any blocker/issue? SM shows Burn-down chart to the dev team 	Dev team is updated each other's work
Demo	last day of the sprint	PO	Scrum team & the stakeholders	<ol style="list-style-type: none"> completed user stories/tasks DOD list 	<ul style="list-style-type: none"> the dev team members demo/show their done user stories / bug/ PO accept/reject stories/tasks 	1. feedback from the client
Retro	last day of the sprint	SM	SM, dev team	dev team members review back on what went well or bad , some new idea to improve	3 questions are answered by each dev team member	the dev team might do some improvement on performance, communication, relationship,