ID: 27381

ASSIGNMENT 6

Give a summary of different meetings in Agile.

1. **Daily Standup**

A Daily Standup is a **quick, focused** meeting where the development team syncs up on their progress. It typically lasts **15 minutes** and follows a structured format where each team member answers three key questions:

1. **What did you accomplish yesterday?**
   * This helps the team track progress on tasks and dependencies.
2. **What are you working on today?**
   * Establishes priorities and aligns efforts for the day.
3. **Are there any blockers?**
   * Identifies obstacles that could hinder progress, allowing for early resolution.

**Benefits:**

* Improves communication and transparency within the team.
* Helps detect and resolve issues early.
* Keeps everyone aligned toward sprint goals.

1. **Sprint Planning**

Sprint Planning is a **longer, more detailed** meeting held at the beginning of a sprint. The team collaborates to **define what work will be completed** in the upcoming sprint, ensuring everyone understands the priorities and expectations.

**Key Activities:**

1. **Setting Sprint Goals:**
   * The Product Owner presents the objectives and priorities.
2. **Selecting Backlog Items:**
   * The team picks the highest-priority tasks from the product backlog.
3. **Estimating Effort:**
   * Developers discuss time estimates and feasibility of tasks.
4. **Task Breakdown:**
   * Larger stories are divided into manageable tasks.
5. **Capacity Planning:**
   * The team assesses workload against availability to prevent overcommitment.

**Benefits:**

* Ensures a **clear direction** for the sprint.
* Helps the team **balance workload** effectively.
* Improves collaboration between developers, testers, and Product Owners.

1. **Sprint Review**

* **Purpose:** To demonstrate the work completed during the sprint and gather feedback.
* **Participants:** Scrum Team, Stakeholders, Product Owner.
* **Key Activities:**
  + Present completed work.
  + Gather feedback from stakeholders.
  + Discuss any changes needed in the product backlog.

1. **Sprint Retrospective**

* **Purpose:** To reflect on the sprint and identify improvements.
* **Participants:** Scrum Team.
* **Key Activities:**
  + Discuss what went well and what didn’t.
  + Identify and agree on actionable improvements for the next sprint.
  + Foster a culture of continuous improvement.