**Assignment – 6**

**Give a summary of different meetings in Agile.**

Agile meetings work under the scrum framework. The structure allows team members to self-align towards a shared goal. Your team then reports their output in intervals or sprints. That’s where agile meetings come in. During each meeting, employees are made aware of their tasks and expectations. This allows managers and team members to catch any discrepancies before they develop into challenges.Additionally, each sprint or interval has feedback and reflection allowing workers to develop their skills faster. Overall, your team’s productivity and performance levels could increase.

**Daily stand-up meetings:**

The daily standup is the most common. The attendees include the Development Team and Scrum Master, and the team uses this time to discuss their progress on a project and identify any hurdles. They share what they accomplished yesterday, what they plan to finish today, how it aligns with the sprint, and the issues they’re facing. These discussions help ensure that everything is going according to plan.

**Sprint planning meetings**

Think of the sprint planning as a whole-staff meeting for the project. The entire scrum team needs to be present so everyone is aware of the stakeholders, instructions, updates, and goals.

These meetings often occur before scrum sprints. They’re one of the longest meetings from the agile umbrella, lasting up to four hours. Sprint planning meeting durations usually depend on the sprint’s period. If it’s a one-week sprint, Product Owners will likely designate two hours for it.

During the meeting, the **Product Owner** presents the product sprint backlog. The latter can include feature improvements, bug fixes, and other updates. Once the team is presented with these items, they draft objectives or sprint goals. Once the goals are locked, the sprint begins.

**Sprint review meetings**

A sprint review meeting occurs so the team can tackle output from their previous sprint. Along with the development team, product owner, and scrum master, stakeholders are also present. The team will showcase their work to receive feedback throughout the sprint. This helps agile teams track progress and share notes.

**Sprint retrospective meetings**

The sprint retrospective meeting occurs after the sprint review. It includes the agile team and is completed by the end of the sprint. In most scenarios, the Scrum Master leads this meeting to reflect on the product.

During a sprint retrospective meeting, Scrum Masters can ask the following questions: How could we optimize this task? How can we avoid these obstacles in the future? What did we do right? These will help teams stay on top of things and improve their performance for the next sprint