

## Daily Standup Meeting

This is a **quick meeting held every day**, usually in the morning. It only takes around **15 minutes**, and the whole team joins. People stand up during the meeting (that's why it's called a "standup") so that it stays short and focused.

Each team member answers **three simple questions**:

1. **What did you do yesterday?**

This helps the team know what work was done.

2. **What are you planning to do today?**

Everyone shares what they'll be working on next.

3. **Are there any impediments or blockers?**

If someone is stuck or something is slowing them down, they say it here.

The Scrum Master usually helps remove these blockers.

*Example:*

Yesterday I finished designing the homepage.

Today I will work on linking the login form.

I'm blocked because I don't have access to the database.

The purpose is not to solve problems during the standup, just to **identify them quickly** so they can be handled after the meeting.

## Planning Meeting – Start of the Sprint

This meeting happens **at the beginning of every Sprint** (1–4 weeks). The goal is to **plan what the team will work on** during that Sprint.

In this meeting:

- The **Product Owner** presents the top priorities from the Product Backlog (a list of all tasks/features).

- The team discusses the work and **selects which tasks they can complete** during the Sprint.
- Tasks are broken down into smaller steps, so it's clear what needs to be done.

The goal is to come out of this meeting with a **Sprint Backlog**, which is a list of things the team commits to finish by the end of the Sprint.

This meeting is very important because it sets the direction for the next few weeks.

## **Retrospective Meeting – End of the Sprint**

At the **end of every Sprint**, the team holds a **Retrospective Meeting**. This is a time to **reflect** on how the Sprint went , not the work, but **how the team worked together**.

The team discusses:

- What went well?
- What didn't go well?
- What can we improve next time?

The point of the retrospective is to keep **getting better** as a team. It's not about blaming anyone it's about learning and improving.

*Example:*

What went well: We finished the login feature early.

What didn't go well: There was some confusion about task priorities.

Improvement idea: We'll start using color tags for priority in our task board.

Even small improvements from each Retrospective can make a big difference over time.