AGILE CEREMONIES

- In Agile ceremonies, we have different types of meetings:

    A. Grooming meeting
    B. Sprint Planning Meeting
    C. Scrum call/ Daily standup Meeting
    D. Sprint review Meeting/ Sprint Demo Session
    E. Retrospective Meeting

A. Grooming Meeting:

- Grooming session conducted before the start of sprint.
- Purpose: To understand User stories / functional requirements of customer
- Objective: Shares essential information about project
- BA gives some important guideline to DL & TT for Development & Testing Activities.
- People involved: Product owner or BA, Design Team, Development Team, Testing Team
- Duration: 30 Min to 60 Min.

B. Sprint Planning Meeting:

- Scrum master conducted Sprint planning meeting on 1st day of Sprint

- <u>People Involved:</u> Product owner or BA, Design Team, Development Team, Testing Team
- Once Detailed information about user stories is gathered by product owner or BA
- Scrum master allocate work & user stories in Team Scrum master allocate work & user stories in Team as per the requirement & priority to DL & TT
- Ask for the estimation Task & Hours Calculation
    Day – 8 Hrs / week – 40 Hrs
- Once sprint planning is done scrum master monitor every activity on daily basis
- <u>Duration:</u> 30 Mins to 60 Mins.

C. <u>Scrum Call / Daily Standup Meeting:</u>

- It is known as every day status call or Every day standup call
- <u>People Involved:</u> Scrum Master, Development Team, Testing Team
- Scrum master is chairperson of the standup call / scrum call.
- Every day standup is taken discussion about projects, Daily Development activity, testing activity
- <u>Duration:</u> 30 Min.
- <u>Timing:</u> 10.00 Am to 10.30 Am
- <u>Topic discussed:</u> 1. What we did yesterday?
                        2. What we did today?
                        3. Discussion about any blocker?
- <u>Agenda:</u> Discussion about progress of project.

D. Sprint Review Meeting:

- Sprint Review Meeting conducted on last day of sprint.
- People Involved: Product owner, SM, Design Team, Development Team, Testing Team
- Duration: 30 Mins 60 Mins.
- Team prepares the demo about application or product and delivered to product owner
- Client Cross checks the requirements & put some additional change or suggestions requirements
- Taking review to check completeness and correctness of product as per customers' requirements.

E. Sprint Retrospective Meeting:

- Conducted by Scrum master on last day of sprint
- Scrum master, Development Team, Testing Team are the part of this meeting.
- Duration: 45 Mins – (for 1 week sprint)
             90 Mins – (for 2-week sprint)
- Discussion about: What went well Good?

    What not went well bad?

    What are the action plans for module?
- Feedback: This meeting helps to avoid mistakes in next sprint.

IMPORTANT INTERVIEW QUESTION

Q. Name the ceremonies conducted in each Scrum Sprint?

Ans: The Scrum ceremonies are time-boxed events. It means that every event prescribed by Scrum has a predefined maximum duration in the project. Each of these events enables the team to adapt and inspect. They also provide clarity to the stakeholders on the progress of the project.

Scrum calls for the following five ceremonies to ensure proper progress of the Sprint:

Grooming Session

Sprint planning

Daily stand-up

Sprint demo

Sprint retrospective