AGILE MEETINGS

❖ Introduction to Agile Methodology

1. What is Agile?

Agile is a modern project management and software development approach that promotes continuous iteration, collaboration, flexibility, and customer satisfaction. Agile methods break tasks into small increments with minimal planning, and do not directly involve long-term planning.

- Origin: Agile emerged from the Agile Manifesto (2001) created by 17 software developers who emphasized "Individuals and interactions over processes and tools."
- Goal: Deliver small but functional features quickly, gather feedback, and adapt accordingly.

2. Agile Manifesto Core Values

1. **Individuals and interactions** over processes and tools
2. **Working software** over comprehensive documentation
3. **Customer collaboration** over contract negotiation
4. **Responding to change** over following a plan

3. Agile Principles

- Satisfy the customer through early and continuous delivery.
- Welcome changing requirements, even late in development.
- Deliver working software frequently (weeks rather than months).
- Build projects around motivated individuals.
- Reflect regularly on how to become more effective.

❖ Agile Frameworks & Roles

1. Popular Agile Frameworks

- **Scrum:** Iterative approach using Sprints (2–4 weeks), with roles like Scrum Master, Product Owner, and Development Team.
- **Kanban:** Visualizes work using a Kanban board to limit Work In Progress (WIP) and optimize flow.
- **Extreme Programming (XP):** Focuses on engineering practices like pair programming, TDD (Test Driven Development).
- **SAFe (Scaled Agile Framework):** Scales Agile for large organizations.

2. Agile Roles & Responsibilities

Role	Responsibility
Product Owner	Defines product vision, prioritizes backlog, represents customer.
Scrum Master	Ensures team follows Agile principles, removes blockers.
Development Team	Cross-functional team that builds the product increment.
Stakeholders	External parties interested in the outcome (e.g., customers, sponsors).

3. Agile Artifacts (Scrum Focused)

- **Product Backlog:** Ordered list of everything that might be needed.
- **Sprint Backlog:** Subset of Product Backlog items selected for a Sprint.
- **Increment:** The sum of all completed Product Backlog items during a Sprint.

❖ **Agile Meetings**

Agile encourages regular, structured meetings (ceremonies) to ensure alignment, transparency, and rapid feedback.

1. Sprint Planning

- **Purpose:** Plan the work to be completed during the Sprint.
- **Attendees:** Scrum Master, Product Owner, Development Team
- **Duration:** ~2 hours per week of Sprint (e.g., 4-hour planning for 2-week Sprint)
- **Output:** Sprint Goal, Sprint Backlog

2. Daily Stand-Up (Daily Scrum)

- **Purpose:** Team sync-up on progress and blockers.
- **Attendees:** Development Team, Scrum Master (optional), Product Owner (optional)

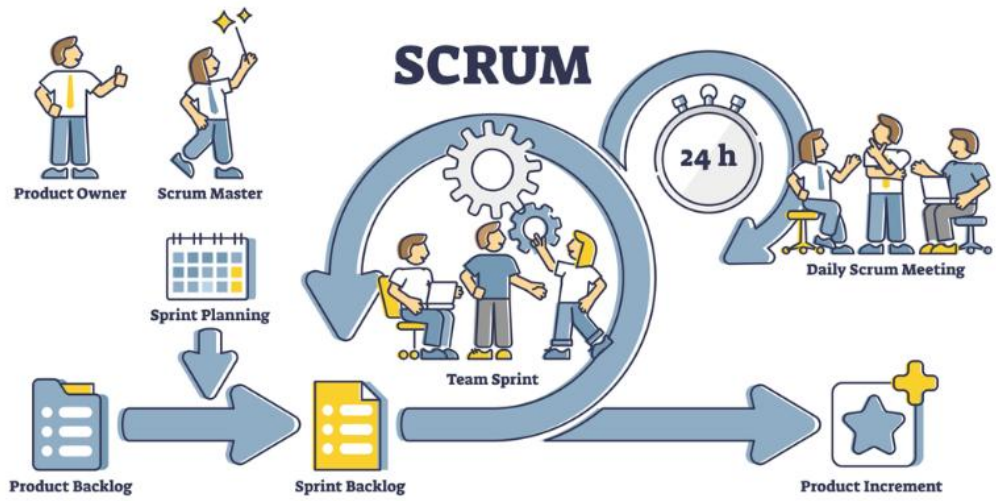
- **Duration:** 15 minutes
- **Typical Questions Answered:**
    1. What did I do yesterday?
    2. What will I do today?
    3. Are there any impediments in my way?

3. Sprint Review

- **Purpose:** Demonstrate the completed increment to stakeholders.
- **Attendees:** Team, Product Owner, Stakeholders
- **Duration:** ~1–2 hours
- **Focus:** What was done vs. what was planned; gather feedback

4. Sprint Retrospective

- **Purpose:** Reflect on the process and identify improvement areas.
- **Attendees:** Scrum Master, Product Owner, Development Team
- **Duration:** ~1 hour
- **Common Questions:**
    - What went well?
    - What didn't go well?
    - What can we improve?



❖ Benefits, Challenges & Agile in Practice

1. Benefits of Agile

Benefit	Description
Flexibility	Easily adapts to changing requirements
Customer Involvement	Regular feedback ensures satisfaction
Faster Delivery	Short cycles result in quicker releases
Transparency	Regular meetings and boards increase visibility
Team Ownership	Encourages collaborative and self-organized teams

2. Challenges in Agile Implementation

- Resistance to cultural change
- Requires continuous involvement of stakeholders
- Scope creep without proper backlog management
- Difficulty scaling in large enterprises (without frameworks like SAFe)

3. Agile in Real World

Example: A software development team using Scrum may complete a project as follows:

- 2-week sprints
- Use Jira for task tracking
- Daily stand-ups at 10 AM
- Regular feedback from users after every Sprint Review
- Retrospectives conducted via Miro for remote teams

4. Best Practices

- Use visual tools (Jira, Trello, Azure DevOps)
- Keep ceremonies time-boxed and focused
- Encourage open communication
- Continuously refine the backlog

Conclusion:
Agile is more than a methodology; it's a mindset that focuses on delivering value through collaboration, adaptability, and continuous feedback. Effective Agile meetings ensure the team stays aligned and constantly improves. Whether using Scrum, Kanban, or hybrid approaches, Agile remains one of the most effective ways to manage complex and dynamic projects.