Typical: Sprint with middle of the week meetings

Monday	Tuesday	Wednesday	Thursday	Friday
DSM 5-15m	**DSM 5-15m**	**DS 5-15m**	**DSM 5-15m**	**DS 5-15m**

e.g. 08

(PO reachable on every work day)

6h = 8h – 30m lunch – 2*15m coffee
- 1h other company work, comms

e.g. 10

4h (Wednesday)

e.g. 12

6h   6h   6h   6h

(Wednesday column, below 12:)

(((("DSM" <15m))))

Sprint Review   <1h

Sprint Retrospective <1h

*** break ***

SPM 1   <1h

SPM 2   <1h

e.g. 14

e.g. 16

All events in Scrum are **time-boxed**: Exact **start time** known + **maximum duration**. Never belated nor extended!

DS = DSM = Daily Scrum = Daily Scrum Meeting

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