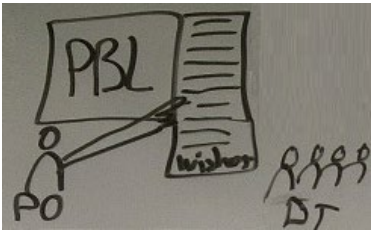# Meeting types in Scrum

SPM1 - refine/update PBL

- prioritize PBL items

"What?" - estimate effort 10-50h/PBLitem

- select PBL items for this Sprint

- (edit top items only)

SPM2 - Divide (some? first?) PBL items (selected for current Sprint) into "SBL" tasks = plan *work*

"How?" - estimate efforts 2-6h

- prioritize / order (some tasks might have dependencies)

- (task lists are not going to be final but are updated during the Sprint)


DSM/DS - What I did since last DSM?

- What I'll do today? Pick task(s)

- Obstacles/Impediments?

- Sometimes called "standup meeting" because as short as possible. Max 2min / person. Total 5-**15**mins

- Burn-down chart shows remaining work

(Work) - (Workdays e.g. 8h long)

- (Minus lunch => 7.5h, minus coffee breaks =>7h)

- (Minus company trainings, company status meetings, communication, ICT problems, administration => **~6h a day**)

- Use 6h in capacity calculations

- DT. PO must be "reachable"
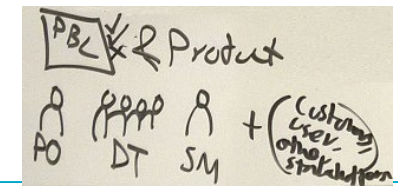
Sprint Review PO, DT, SM, (+cust, manag)

- Review the **Product** (& PBL items).

- PO might accept "Done" PBL items

- Incomplete work back to PBL, sometimes split into done and incomplete

- (Feedback and new direction)

Sprint Retrospective

- **Process**(es), people, values, communication, methods, efficiency, learning, tools, templates, …

- Improvements for the process for next Sprint