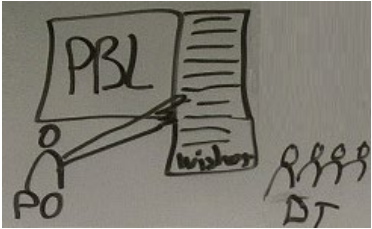


# Meeting types in Scrum

- SPM1
- refine/update PBL
  - prioritize PBL items
  - estimate efforts 10-50h
  - select PBL items for this Sprint



- SPM2
- Split (most?some?) selected PBL items into "SBL" tasks
  - estimate efforts 2-6h
  - prioritize / order (some tasks might have dependencies)



- DSM/DS
- What I did since last DSM?
  - What I'll do today("SBL" tasks)?
  - Obstacles/Impediments?



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

- (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
  - PO "reachable" during the day

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

