SCRUM MEETINGS:

1.Daily Stand-up Meeting(Daily Scrum):

The Daily Stand-up (also called Daily Scrum) is a short, time-boxed meeting (15 minutes) held every day of the Sprint. It helps the Development Team synchronize activities and create a plan for the next 24 hours.

Purpose:

- Keep everyone aligned on progress.
- Identify blockers or impediments early.
- Promote accountability and transparency.

Participants:

- **Development Team**: Primary participants.
- **Scrum Master**: Facilitates the meeting if needed.
- **Product Owner**: May attend but does not dominate.

Questions:

1. What did I do yesterday to help the team meet the Sprint Goal?
2. What will I do today to help the team meet the Sprint Goal?
3. Are there any impediments blocking my progress?

Example: A developer might say: "Yesterday, I completed the login feature. Today, I will start integrating the payment gateway. I'm blocked because I need API keys from the admin."

2. Sprint Planning Meeting:

The Sprint Planning Meeting is the first event of a Sprint. It is a time-boxed meeting (up to 8 hours for a one-month Sprint; shorter for shorter Sprints) where the entire Scrum Team collaborates to decide what work will be done and how it will be achieved.

Purpose

- Define the Sprint Goal.

- Select Product Backlog items to include in the Sprint.

- Create the Sprint Backlog (list of tasks for the Sprint).

Participants

- **Product Owner**: Presents the prioritized Product Backlog.

- **Development Team**: Chooses how much work they can commit to.

- **Scrum Master**: Facilitates and ensures Scrum rules are followed.

Outcome

- **Sprint Goal**: Clear objective for the Sprint.

- **Sprint Backlog**: Actionable list of tasks.

Example: In a 2-week Sprint, the goal might be "Enable users to securely log in and reset passwords." The backlog includes tasks like Design login screen, Implement authentication API, and Create reset password workflow.

3.Sprint Retrospective Meeting:

The Sprint Retrospective is the last meeting of a Sprint, held after the Sprint Review and before the next Sprint Planning. It is a time-boxed event (up to 3 hours for a one-month Sprint) where the team reflects on the Sprint to identify improvements.

Purpose

- Reflect on the process, not the product.

- Discuss what went well, what didn't, and how to improve.

- Promote a culture of continuous improvement.

Participants

- Scrum Team (Product Owner, Scrum Master, Development Team).

- No external stakeholders are usually invited.

Questions:

1. What went well this Sprint?
2. What didn't go well?
3. What can we improve in the next Sprint?

Outcome

- Identification of process improvements.

- Actionable items for the next Sprint.

Example of Improvements

- If code reviews took too long → Agree on a maximum review time.

- If too many blockers → Improve communication with external teams.

- If the Daily Stand-up was ineffective → Try a different format.

4.Comparison:

Meeting	When It Happens	Duration	Focus	Outcome
Daily Stand-up	Every day of Sprint	15 min	Progress & blockers	Updated plan for next 24 hours
Sprint Planning	Beginning of Sprint	Up to 8 hours	What to do & how to do it	Sprint Goal + Sprint Backlog
Sprint Retrospective	End of Sprint	Up to 3 hours	Process improvement	List of actionable improvements