

Standard Scrum Ceremonies / Meetings (2 Week Iteration)

Standard Scrum Ceremonies / Meetings (Adjusted for 2 Week Iteration Length)						
	Iteration Planning – Part 1	Iteration Planning – Part 2	Daily Stand-Up / Scrum Meeting	Iteration Review	Iteration Retrospectives	Product Backlog Grooming
Duration	1 to 2 Hours	2 to 4 Hours	15 Minutes	1 to 2 Hours	½ to 1 ½ Hours	1 Hour
Frequency	1 Time During Iteration	1 Time During Iteration	Held Daily (Typically Not Held on First / Last Day of Iteration)	1 Time During Iteration	1 Time During Iteration	2 to 4 Times During Iteration
Participants:						
Team	X	X	X	X	X	X
ScrumMaster or Agile Team Leader	X	X	X	X	X	X
Product Owner	X	(As Needed)	O (Encourage Attendance)	X	O (Encourage Attendance)	X
Stakeholder				X		
Observers:						
Anyone	X		X	X		X
Time Commitment:						
Minimum	1 hour	2 hour	2 hours	1 Hour	½ Hour	2 Hours
Maximum	2 hours	4 hours	2.5 hours	2 Hours	1 ½ Hours	4 Hours