

FL ICM Ceremonies

Meeting	Objectives	Frequency	Participation	Time
Daily	Share day to day progress, next steps, dependencies and blocking points within the squad	15-30min per day	yes	Mon - 5pm Tue - 4pm Wed - 5pm Thur - 5pm Fri - 2:30pm
Grooming	Refine backlog items to make sure it is ready for the next sprint (specifications ready, tech solution defined etc.)	2 per week	No	Team not having this meeting as of yet
Sprint Review & Planning	Review the job done during the sprint, and plan the next sprint according to team capacity and PO prioritization, check all User Stories in the sprint are clear to everybody	1 per sprint (every 2 week)	No	Monday 4pm - 5:45pm
Retrospective	Identify what worked well, what could be improved on and take actions accordingly	1 per sprint (every 2 week)	yes	Friday 2pm-3pm
Dependencies	To identify inter story, inter team dependencies that the team needs to be aware of in order to do their work (90% of FC ICM dependencies are from the Transparency Squad)	1 per week	No	Wednesday 11:30am- 12pm