

Primus - EHSRM: Ceremonies

<u>Squad Meetings</u>	<u>Objectives</u>	<u>Frequency</u>	<u>Participation</u>	<u>Time</u>
Daily Scrum	Share day to day progress, next steps, dependencies and blocking points within the squad	15min/day	yes	14:30 (CET)
Refinement Sessions	Refine backlog items to make sure it is ready for the next sprint (specifications ready, tech solution defined etc.)	60min/week	yes	Depends on availabilities
Sprint Planning	Review the User Stories 'Done' during the Sprint and plan the next sprint according to team capacity and PO prioritization.	1 per sprint (every 2 weeks)	yes	Wednesdays at 15:00 (CET)
Retrospective	Identify what worked well, what could be improved on and take actions accordingly	1 per sprint (every 2 weeks)	yes	As from Epic 2
Sprint Review	Review the past Sprint, collect feedback from stakeholders and adapt backlog priorities if needed	1 per sprint (every 2 weeks)	yes	Tuesdays at 16:00 (CET)