

Scrum Ceremonies Guide

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Table des matières

1 Overview	1
2 Sprint Planning	1
3 Daily Scrum	1
4 Sprint Review	1
5 Sprint Retrospective	1

1 Overview

Scrum ceremonies provide structure and regular opportunities for team collaboration and alignment.

2 Sprint Planning

Duration: Up to 4 hours for a 2-week sprint

Participants: Scrum Master, Product Owner, Development Team

Agenda: 1. Sprint Goal Definition 2. Backlog Item Selection 3. Capacity Planning 4. Work Breakdown

3 Daily Scrum

Duration: 15 minutes **Participants:** Development Team (Product Owner and Scrum Master optional)

Structure: 1. What did I complete yesterday? 2. What will I work on today? 3. Are there any impediments?

4 Sprint Review

Duration: Up to 2 hours for a 2-week sprint

Participants: All team members and stakeholders

Format: 1. Sprint Goal Review 2. Demonstration of Completed Work 3. Feedback Collection 4. Backlog Update

5 Sprint Retrospective

Duration: Up to 1.5 hours for a 2-week sprint

Participants: Scrum Team

Framework: 1. What went well? 2. What could be improved? 3. Action items for next sprint