**Sprint Cycle**

**Sprint Planning** -> Sprint -> **Sprint Review**  -> **Sprint Retrospective**

**Sprint Planning**

Each Sprint begins with a Sprint Planning Meeting. As a general rule of thumb, multiply the number of weeks in your sprint by two hours to get your total sprint planning meeting length.

The Sprint Planning Meeting is typically broken into two parts.

**Part one** of the sprint planning meeting is a review of the product backlog items the Product Owner will ask the team to forecast and deliver. During this part of the meeting, it is not uncommon for the team to banter back and forth with the product owner, asking clarifying questions and driving away ambiguity. By the end of sprint planning part one, the team will select a sprint goal: a one-sentence description of the overall outcome of the sprint.

**During part two** of the sprint planning meeting, the team decides how the work will be built. In this meeting the team will begin decomposing the product backlog items into work tasks and estimating these in hours. The product owner must be available during this meeting but does not have to be in the room. The Scrum Master needs to take charge of this part of the meeting, keeping the team focused and free to explore possibilities without being limited by the product owner’s own ideas or opinions.

**Sprint Review**

A sprint review occurs on the last day of a sprint.

An informal meeting designed not to distract away from working on the project.

There should be a coded, tested and useable piece of software to showcase at this meeting.

The team should be able to demonstrate the new features that they have been working on.

All team members should be present (Product Owner, Scrum Master, Team Members) and the customers can often attend to view the work in progress.

**Sprint Retrospective**

A meeting which occurs directly after a Sprint Review designed to improve the running of future Sprints. It asks how well are we doing and how to improve.

Usually one hour in duration but this may extend if there are pressing issues to confront.

The entire team, Scrum Master and Product Owner should attend.

Scrum Master can take charge to facilitate the meeting by asking everyone to just shout out ideas during the scrum. The Scrum Master can go around the room asking each person to identify any one thing to ***start, stop or continue***.   
  
After an initial list of ideas has been brainstormed, teams will commonly vote on specific items to focus on during the coming sprint.

**Mad, Sad, Glad**

Mad, Sad, Glad is a technique used in the sprint retrospective stage where the team is asked to compile their emotions on the previous sprint into post-its on a board. The idea being that reflecting on the positive and negative aspects of the past will improve the processes of the future sprints.

<https://www.retrium.com/resources/techniques/mad-sad-glad>