**Sprint Review Reports & Stakeholder Demonstrations**

**Objective:**  
Maintain transparent communication with stakeholders through iterative progress reviews, incorporating feedback to optimize project delivery.

**Detailed Components:**

* **Sprint Review Reports:**
  + Summary of completed user stories, bugs fixed, and remaining backlog items.
  + Metrics on sprint velocity and burndown charts.
* **Demonstrations:**
  + Live walkthroughs of new features and workflows for HR, IT, and management teams.
  + Recording sessions for asynchronous stakeholder review.
* **Feedback Collection:**
  + Structured forms or surveys capturing user feedback, issues, and enhancement requests.
  + Prioritization updates in product backlog based on stakeholder input.
* **Retrospective Highlights:**
  + Lessons learned, process improvements, and action items for upcoming sprints.