

Project Name:

Sprint #:

Sprint Review Template

INSTRUCTIONS:

Follow the meeting schedule below to maximize time with your team and sponsor. The objective of the sprint review meeting is to receive practical feedback on what has been delivered and determine if the objectives have been achieved.

Time	Duration	Activity	Description	Presenter
9:00	5 min	Introduction	<ul style="list-style-type: none"> Product name Intro to product roadmap 	Product Owner
9:05	5 min	Sprint Goals	<ul style="list-style-type: none"> This sprint's goals Impact of sprint on release plans Top three requirements related to sprint goal 	Product Owner
9:10	5 min	Status Overview	<ul style="list-style-type: none"> Review any big fixes Review any pivots, changes or enablers 	Scrum Master
9:30	20 min	Live Demo	<ul style="list-style-type: none"> Demonstration of new functionality What value was produced during this sprint? 	Team
9:35	5 min	Metrics	<ul style="list-style-type: none"> Explain burndown chart progress Explain velocity chart Show and explain any other important metrics 	Team
9:40	5 min	Blockers	<ul style="list-style-type: none"> Describe any impediments that are holding up the team's progress towards sprint goals 	Scrum Master
10:00	15 min	Q&A/Feedback	<ul style="list-style-type: none"> Collect feedback from all stakeholders 	Stakeholders