



Meeting Checklists

Iteration (Sprint) Review

Purpose:

An iteration review is conducted with the Product Owner to ensure all acceptance criteria of the work completed have been met. Following the review, the team then demonstrates completed functionality to showcase their work to interested stakeholders and/or customers.

Agenda:

- ✓ Review meeting agenda and guidelines
- ✓ Team walks through completed functionality with Product Owner
- ✓ Team identifies any incomplete stories
- ✓ The Product Owner moves and/or splits incomplete stories or backlog items into next iteration or back into product backlog if no longer a priority
- ✓ Product Owner closes out iteration and accepts appropriate functionality
- ✓ Team demonstrates working software to interested stakeholders
- ✓ Any open issues/impediments and action items are noted and assigned

Notes:

Attendees:

Product Owner,
Team,
ScrumMaster
and/or Project
Managers,
Stakeholders

Inputs:

Working, tested
software

Outputs:

Final acceptance of completed
functionality, resolution to any
incomplete items, product backlog
prepped

Key Considerations:

- “Just say no” to PowerPoint slide decks or feature dissertations
- The Product Owner may decide not to accept certain functionality