**Sprint plan:**

What can be done?

How will it be done?

**Sprint goals:**

Define the functionality that will be implemented during this sprint

**Daily Scrums**

Daily reviews of goals, progress made (will probably not have time to do)

**Sprint Review**

Attendees include the Scrum Team and key stakeholders invited by the Product Owner;

The Product Owner explains what Product Backlog items have been “Done” and what has not been “Done”;

The Development Team discusses what went well during the Sprint, what problems it ran into, and how those problems were solved;

The Development Team demonstrates the work that it has “Done” and answers questions about the Increment;

The Product Owner discusses the Product Backlog as it stands. He or she projects likely completion dates based on progress to date (if needed);

The entire group collaborates on what to do next, so that the Sprint Review provides valuable input to subsequent Sprint Planning;

Review of how the marketplace or potential use of the product might have changed what is the most valuable thing to do next; and,

Review of the timeline, budget, potential capabilities, and marketplace for the next anticipated release of the product

**Sprint retrospective**

Inspect how the last Sprint went with regards to people, relationships, process, and tools;

Identify and order the major items that went well and potential improvements;and,

Create a plan for implementing improvements to the way the Scrum Team does its work.