***This document is an example on how to structure a presentation or report, when you have to show what you did in a Scrum Project….  
It is assumed that the reader knows Scrum, so the different Scrum-Terms won´t be explained in this document!****Please notice that when mentioning requirements, they are referred to as UserStories(XP).   
This is just an example. In Scrum requirements can be in any form(Normal text, UseCases, UserStories, etc.)*

*The following is a suggestion of the sections and the order of them…..*

**Intro:**Assigment / Group / Solution  
Just a very short walkthrough about “What it is all about”, so that the listeners/readers get a notion of what you will be talking about.

**\*\*\* Vi laver en CRUD app til en svømmeklub. Appen er opdelt sådan at forskellige typer af administrative brugere får hver deres skræddersyede overblik til en database over klubbens medlemmer.**

**Scrum:**A short walkthrough about what parts of Scrum we did use, and what we de-selected.   
*\*Notice This section only applies, if you didn´t follow the Scrum-framework entirely*

* What Meetings/Artifact etc. did we choose to use in our project and why
* What Meetings/Artifact etc did we choose not to use and why not

**\*\*\*Vi har valgt at holde et ca. 60 minutters dagligt scrum møde hvor vi gennemgår hvad vi hver især har nået i løbet af gårsdagen. Ligeledes gennemgår vi hvad der skal justeres i den fremtidige plan.**

* Product Vision.
* ~~Sprint Goal.~~
* **Product Backlog.**
* **Sprint Backlog.**
* **Definition of Done.**
* ~~Burn-Down Chart.~~
* ~~Increment.~~
* ~~Other required artifacts…~~

**XP** *(Only if it is a combination between Scrum and XP)***:**XP Disciplines:

* What disciplines did we choose to use in our project and why -> A list of the disciplines chosen, and a short explanation on what value it gave us
* What disciplines did we choose not to use and why not -> Eg. If each of you are working from home, it will be difficult to do pairprogramming

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**Prod Backlog (PB):**A short walkthrough about the requirements. This could be as simple as list the UserStories.  
This should be the PB list from the end of the project. The PB is dynamic and can potentially change all the time, so it will only be a representation of the PB at a given time.  
You could list the PB from when the project started, and then show the PB for when you finished. This will show how the requirements evolved during the project

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**Number of sprints:**A short explanation on:

* The length of the sprints, and why the Team decided on this length
* How many sprints in all

**\*\*\*…**

**ScrumBoard:**  
 Show your Scrumboard and give a short explanation of why the Team choose these specific Columns   
(Eg. We had a column called “Peer-Review”, because we needed to make Peer-Review in order to ensure the quality of the code)

**\*\*\*…**

**Definition of done:**Show your Definition of Done, and maybe explain why you chose these specific conditions/paragrafhs  
Eg. condition/paragrafh -> “Must be Documented” in order to ensure that all code has been documented

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**Sprints:**This is where the actual work is described. List it info Sprint by sprint, in the following format:

**Sprint1:**

**Sprint Planning:**

* **Lessons learned from last Retro** -> Did anything come up, that we should do differently, in order to be more effective
* **Sprint Goal** -> What is the common goal for this sprint -> In order to select UserStories/requirements that are somewhat coherent
* **Capacity and Velocity** -> How much work did we expect to do in the sprint, and what did we actually finish in the sprint (Burndownchart/PlanningPoker)
* **Userstories** -> What UserStories/requirements did we select for this specific sprint

**Userstories:**

Show, UserStory by UserStory, how you did Breakdown to Task and sub-tasks.   
You could also show Task Network Diagrams if there was important dependencies between tasks.

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**Daily Scrum:**   
Mention what timeslot was decided (Normally 15 min.)  
- If any real relevant discussing showed up during the meeting, explain about this.   
- If not, just mention that it was held

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**Review Meeting:**  
- List the Artifacts(UserStories/Requirements) that we finished in this sprint  
- List the Artifacts(UserStories/Requirements) that was delayed, and a short explanation Why  
- If the Product Owner rejected any work -> Also list this, and explain why

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**Retrospective:**- What was discussed?  
- If there where any obstacles, what did you decide to do differently in the following sprints?  
- Remember also to list, what we did really good in this sprint 😊

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**Conslusion:**

* The overal status -> What did we finish / What was left?
* Any major Obstacles -> Eg. Estimates that went completely wrong or any Dependencies in tasks that slowed us down
* Is there anything we would have done differently, now that we have become wiser
* Maybe… What to do next to the product (The Road Ahead)

**\*\*\*…**