# Sprint Review Notes Template

**Group**: group number

**Sprint:** Sprint number

**Date:** Date of the meeting

**Attended:**

**Scrum Master:**Name

**Product Owner:**Name

**Scrum team:**Names

**Client Name:** Name

## 1- What was the goal for this sprint? (Product Owner)

Intro about the goal

Product road-map review

Any impact of this sprint on release plan

## 2- Review of the requirement (Product Owner)

Review top three user stories related to the sprint goal

## 3- Sprint status (Scrum Master)

Plan vs Reality

Review sprint statistics (story points left, story points done, planned story points, story points per person)

Review important technology improvement or change.

Status of bugs ( how many fixed)

Statistic of release

## 4- Customer Feedback (Client)

Note down client's feedback

## 5- Closing (Team)

Discussion on next sprint review and goal