

Sprint Review Facilitator Guide

The main purpose of the Sprint review is to gather feedback.

Scrum Master (Myself)

I will facilitate the meeting and will be responsible to introduce the meeting agenda. As the scrum master, I will ensure to keep a strict time schedule and provide feedback form to each attendee.

Product Owner

Welcomes our stakeholders and the other or rest of the teams. He/she then start with the main goal of the project and briefly explains the product backlog and the task items that have been completed. A demonstration of the product can also be shown of the achieved tasks can also be shown to gather response by giving out questionnaire forms.

What has been achieved:

- Website providing information of all the course/modules
- A simple form through which staff members can access and their staff account/portal.
- A simple database details of the course and staff data is stored and through which admin staff can use the search function.
- Students can view and contact staff to gain further information.

Development Team

The team starts talking about what has been achieved so far in the project and briefly talks about the functionality which are created so far on the website. They can also provide a visual demonstration of the product (website) if necessary.

Product Owner

Once the development team complete their presentation, product owner will take over allowing attendees to make notes about the product and then talk about the product backlog over the current progress and future/upcoming targets with an estimated time to achieve and to launch the product.

With this note, product owner concludes the meeting and ask the audience if they have any questions.

Scrum Master (Myself) will collect all the feedback forms.