WIP

Meeting length - 15 minutes

Meeting time 13:45

End time - ~14:00

Main points based on marking scheme

Order of points is fluid - just a general outline of things to talk about

Add anything you think of /remove anything you think shouldn't be in here /move things about

• Welcoming of customers and setting scene for the sprint review  
 - Welcome CraneWare and intoduce our team  
 - General meeting intro (what meeting is about etc.)

• Overview of what will/will not be demonstrated in the sprint review  
 - What we got working and will be demonstrating this meeting  
 - Anything that is working but can't be demonstrated easily (?)   
 - Talk about tasks that were decided not to be done in sprint 1 (briefly)

• Demonstration of new functionality  
 - Show features of website   
 - ~~Talk about accessibility~~ (should talk about this in sprint 2 meeting instead)  
 - alt text on images  
 - mention list view good for screen readers   
 - colour scheme

• Discussion of key events or problems that occurred during the sprint  
 - Talk about choice of map api (ease of use/ pricing/ etc.)  
 - any other stuff like this  
 - Any major issues encountered  
 - any that caused a notable delay in backlog progress  
 - knock-on effects of this (if any)

• Ask Questions for CraneWare (add any questions you think of here)  
 - Ask them if there is any changes to requirements etc. (if not already covered)  
 - Do they want a submit a query form on the contact/about page?  
 - Sample images for website?  
 - Do they want the copyright of the website template removed?  
 - Do they want a user feedback/review system implemented for hospitals?

• Present upcoming product backlog items  
 - Tasks that were decided from the start not to be done in sprint 1   
 - Tasks that were delayed to sprint 2 during sprint 1   
 - Thought process behind this

• Conclusion of the meeting  
 - Wrap up meeting