***Sprint Review Facilitator Guide***

Meeting Location: Microsoft Teams Meeting, 11 AM

Sprint Review Facilitator: Developer 1

Parties Present: Development Team (including Scrum Master/Sprint Review Facilitator), Project Owner, Stakeholders

**Before Meeting Starts:**

* Meet up with team at 10:00 AM
* Go through all talking points with members of the team
  + Go over who should explain/demo each talking point
  + Ensure talking points are relevant to sprint backlog items
* Write a rough script to follow along with if deemed necessary
  + Script should not be word-for-word, but should include bullet points of critical information that *must* be conveyed along with any additional relevant information the speaker wishes to add
* Ensure anything being demoed is already up and running, and the software used to showcase the demo is working properly in order to avoid waiting around during the meeting

**During The Meeting:**

* Scrum Master introduces themselves and explains their role in the team
* Briefly explain the purpose of the website, how it works, any features the stakeholders may find relevant and exciting, and what the team will be going over during the meeting
* Ensure that if a demo is being shown, the functions being demoed are relevant to the information being presented
* When appropriate, ensure other members of the team speak up to explain functions and parts of the website they worked on, and therefore have more knowledge on how they work
* Fill in any downtime by explaining smaller features of the website or taking questions from stakeholders and the project owner
* Make sure to explain how the team used Scrum to develop the website and if anything changed from the conception of the sprint backlog to the product being demoed
* As each sprint backlog item is being explained or demoed, make sure to briefly talk about why this item was chosen to be put on the sprint backlog and why the team feels it was important to include
* Towards the end of the meeting, give the opportunity for stakeholders to ask any questions they may have and allow any team members to answer these questions.

**After The Meeting:**

* Meet up with the development team in order to discuss how the meeting went and what could have been improved
* If more sprints are required, plan when to next meet to discuss the next sprint
* If any team members want to do additional work after the meeting, ensure they are sure of what to work on and discuss whether or not it will detract from the work to be done in the next sprint
* Say goodbyes