

## Demo Meeting

### Interview Questions:

- Tell me about Demo meeting
- Can you give examples from your Retro meeting

### Demo meeting

- Also called - **Sprint Review meeting**
- The meeting is **facilitated** by the **product owner**
- The entire Scrum team and stakeholders join the meeting to discuss what was **done** and what was not.
- The each team memebbers demonstrates the Product Increment.
- The **Product Owner** reviews and **accepts** the US according to the Definition of Done(**DOD**).
- SM ends the sprint after the Dmeo meeting.
- If any US is not completed, it will move back to the product backlog, and the team will work on it in the next sprint.

### Attendees:

- **Scrum Master** - who **facilitates** the meeting
- **Development Team** - who demonstrate their "**done**" tasks or Product increment to PO/the Client
- **The client / stakeholders** - who owns the project
- The PO - accepts or rejects the US based on the **DOD**
- **Project Manager** - who responsible the project delivery

### Time box:

1 - 2 hours

### When:

- At the end of the sprint [last day of each sorint]

**Definition of Done (DOD) --> agreement between PO and Dev team to decide if a user story is "DONE"**

Even before starting sprint 1, the dev team all together decide DOD list together.

The DoD may vary from one Scrum Team to another, but must be consistent within one team.

### Sample Definition of Ready (DOR):

- ☐ Code produced
- ☐ Code reviewed {develeprs review each other's code, QAs review each other's code}
- ☐ Peer reviewed (or produced with pair programming) and meeting development standards
- ☐ Passed UAT (User Acceptance Testing) and signed off as meeting requirements
- ☐ Any build / deployment / configuration changes are implemented / documented / communicated
- ☐ Relevant documentation / diagrams produced and / or updated
- ☐ Remaining hours for task set to zero and task closed

## Retro Meeting



### Retro meeting

- IRetro meeting is used to create improvement opportunities.
- provides each team member the chance to reflect on the sprint

### Meeting specifics:

### Meeting process:

- Have each team member answer the following questions:
  - What went well?
  - What went wrong?
  - What we should do to improve our team's efficiency?

### Attendees:

- **Scrum Master** - who **Host** the meeting
- **Development Team** - who revisit the sprint and make summary of what went well and wrong

### Time box:

1 - 2 hours for 2 weeks sprint

### When:

- At the end of the Sprint, after the demo meeting