# **MEETING AGENDA**

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| **Meeting/Project Name:** | Sprint Review Meeting, Sprint Planning 2/Course Management System |  |  |
| **Date of Meeting:** (MM/DD/YYYY) | 23.10.2014 | **Time:** | 10:00 PM |
| **Meeting Facilitator:** |  | **Location:** | Remote meeting via Skype |

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| 1. Meeting Objective |
| Demonstration of realized functionality, quality assessment of the work done. Evaluation of the sprint results, identifying gaps. Planning for the next sprint. Selection of user stories that fall into the next sprint. |

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| 2. Attendees |  |  |  |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
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| 3. Meeting Agenda |  |  |
| **Topic** | **Owner** | **Time** |
| 1. Demonstration of implemented functionality. |  | 15 minutes |
| 2. Identification of problems and bugs in the implementation. |  | 10 minutes |
| 3. Planning for the next sprint |  | 15 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) |  |
| **Description** | **Prepared by** |
| Product Backlog |  |
| Sprint Backlog |  |
| Scrum Board |  |
| Prepared workstations, devices etc. | Team |

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