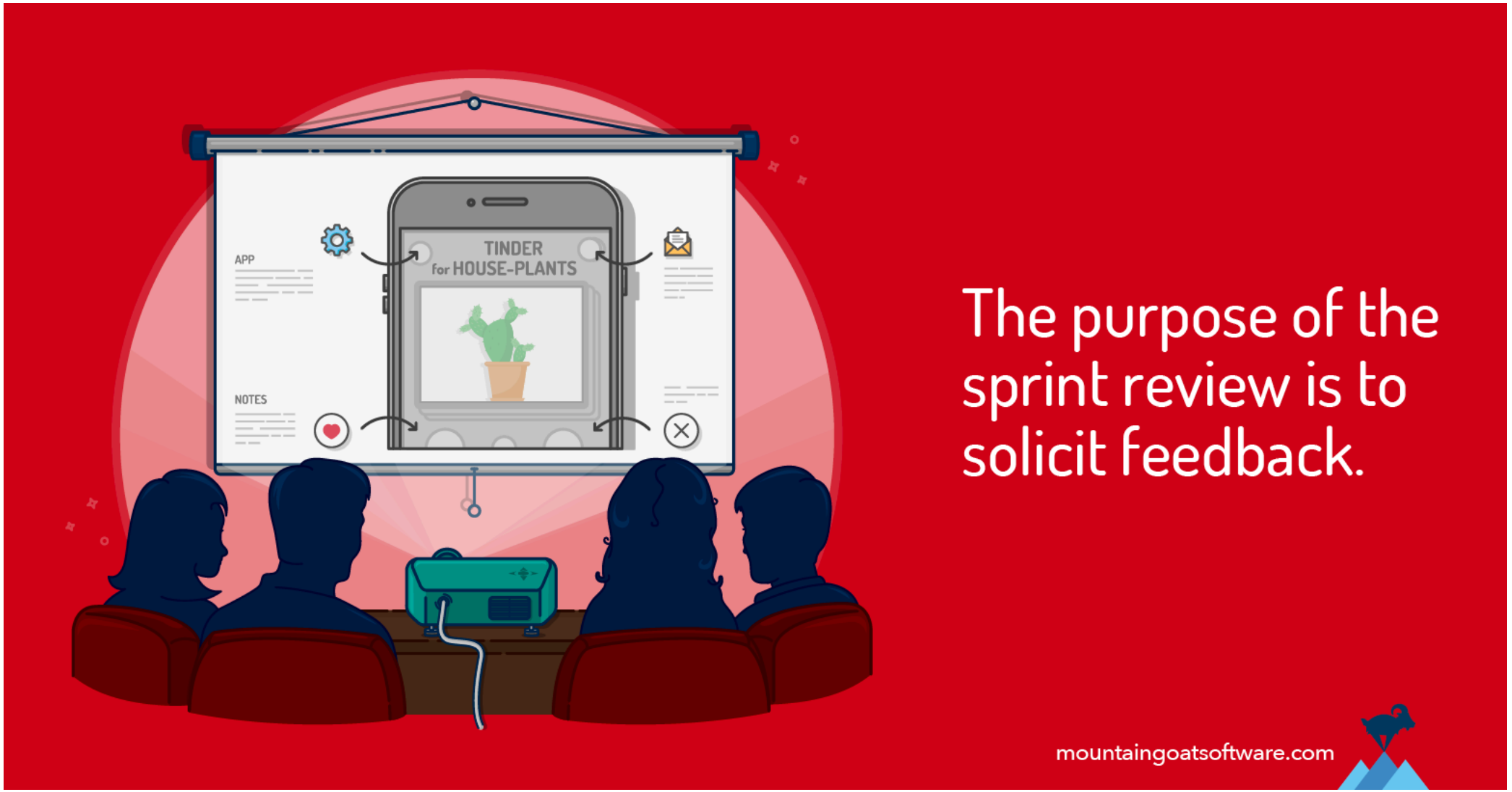
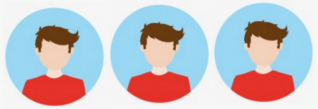


https://www.mountaingoatsoftware.com/blog/an-agenda-for-the-sprint-review

Sample Agenda Format

SM	Welcome Participants & Set the Stage for the session	< 5 mins
PO	State What Will (and Will Not) Be Demonstrated	< 5 mins
Devs 	Demo New Functionality (use your acceptance narrative)	< 15 mins
PO	• Present Upcoming Product Backlog Items • Ask Client for feedback	< 10 mins
SM	• Summarise Key Occurrences/Risks • Conclude the Meeting	< 5 mins

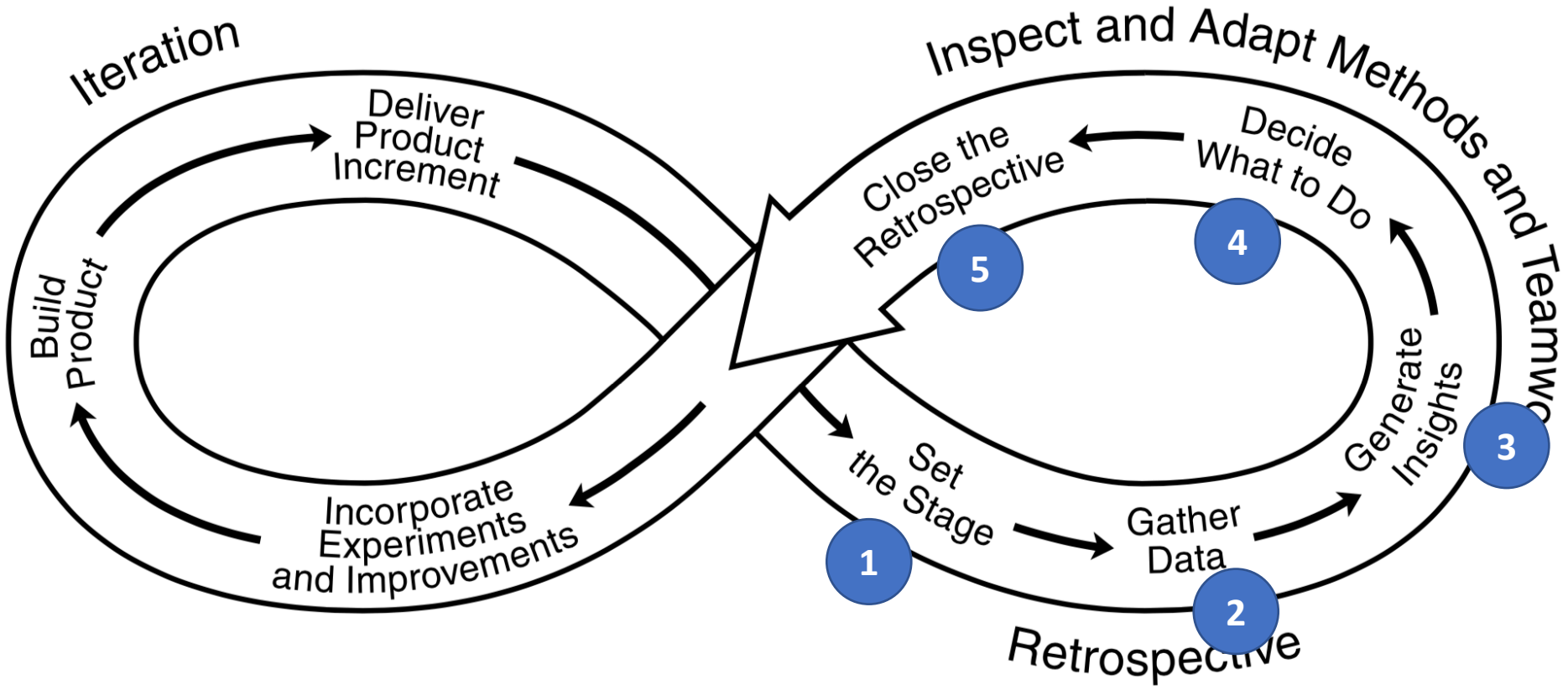
Sprint Review Anti-patterns

1. The Sprint review is just for the team, right?! (no…)
2. The ‘one way’ presentation
3. ‘Death by powerpoint!’
4. Showing code/database schema/configuration
5. The last minute change to the Test code
6. The review becomes a decision-making/re-prioritisation meeting

   - “Thank you for the feedback. We will add that to our backlog for our next planning meeting.”

etc

The Sprint Retrospective



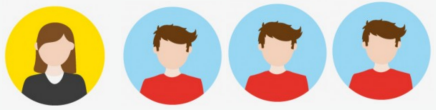
https://www.mountaingoatsoftware.com/blog/a-simple-way-to-run-a-sprint-retrospective

Sample Agenda Format

SM

- Check-in with Team
- Review goal

< 5 mins

Team 

Gather Data — < 15 mins

Generate Insights — < 15 mins

Decide what to do — < 10 mins

SM

Close the retrospective — < 5 mins

SM

Write up key actions on Team's Confluence page

Adapted from "Agile Retrospectives: Making Good Teams Great", Esther Derby, 2006

The Prime Directive

"Regardless of what we discover, we understand and truly believe that everyone did the best job they could, given what they knew at the time, their skills and abilities, the resources available, and the situation at hand."

Norm Kerth

Sample Check-in Questions (choose 1 only)

…for establishing the base for an open, respectful communication

- What is one word that describes what you need for yourself from this session?
- In one or two words, what is happening for you right now?
- In a word or two, what are your hopes for the retrospective?
- If you were giving a weather forecast, how would you describe the past sprint?

Examples of things a team might say

- Showing the software to stakeholders early
- Specifying acceptance tests early and with Client
- Doing code inspections/reviews
- Being on time for daily stand-ups
- Finishing one story before starting the next
- Test Driven Development

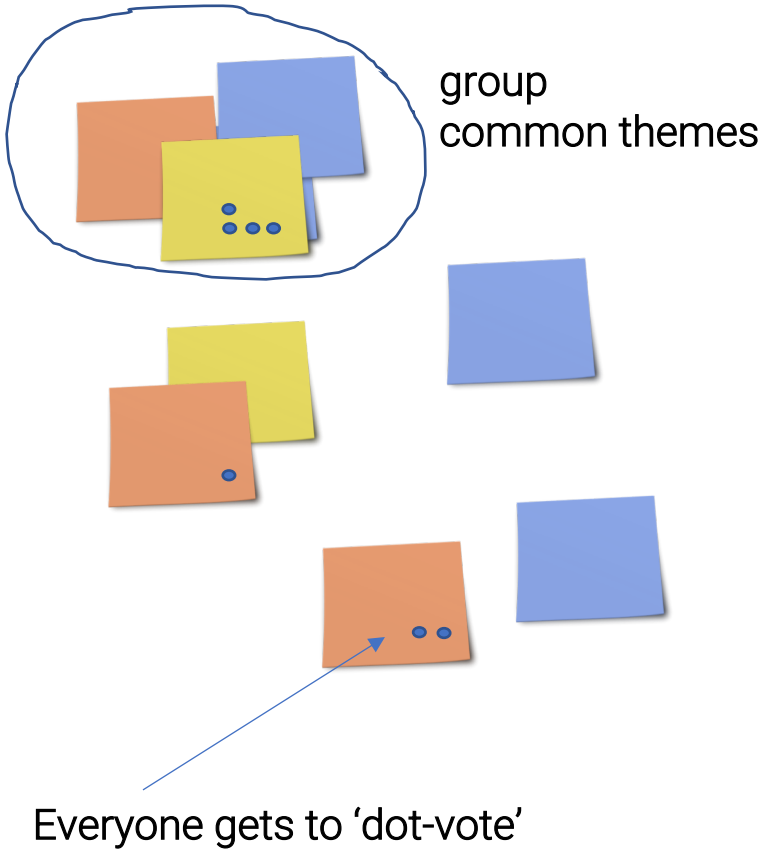
etc

- Checking in code without being sure all tests will pass
- Taking more than 15 minutes for daily scrum meetings
- Skipping stand up meetings when we're feeling behind leading up to the end of a sprint

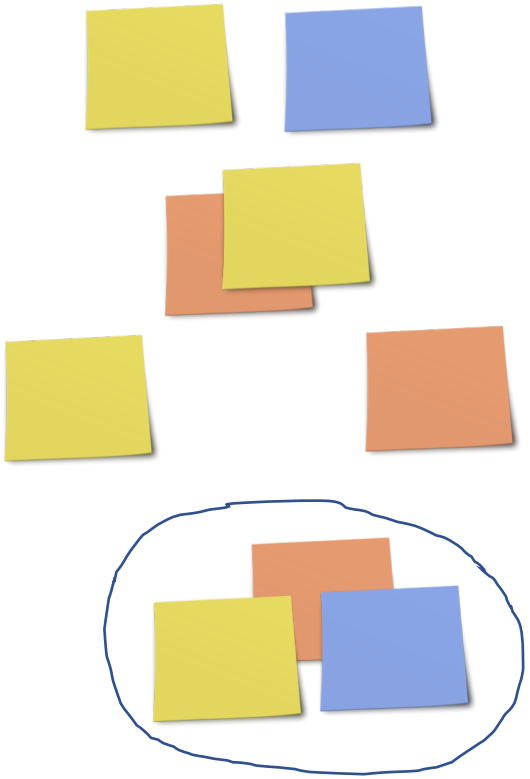
etc

Gather Data, Generate Insights and Decide on actions

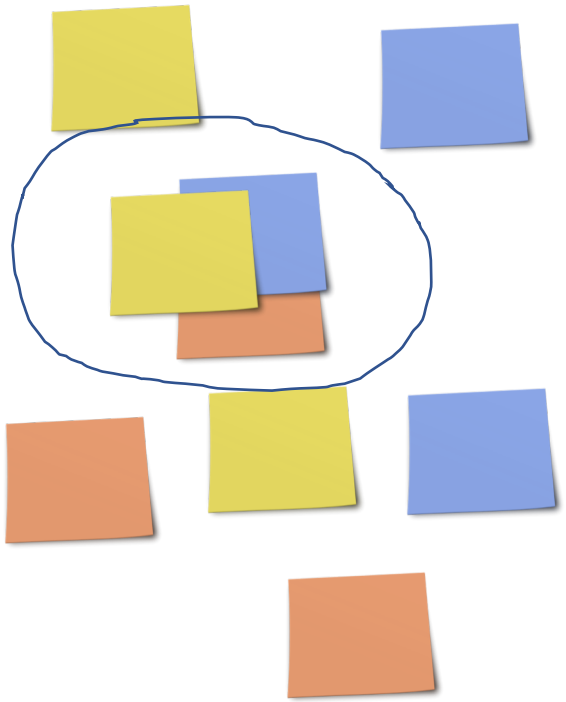
START



STOP



CONTINUE



Retrospective Anti-patterns

1. No one wants to take accountability to action the agreed outcomes
2. Blame and finger-pointing
3. Extensive whining (assumes the victim role)
4. ‘Groundhog day’ – nothing changes, revisiting same issues every retro
5. Prisoners – “I’m only here because I have to be”
6. ‘Dispensable buffer’ – Retro gets cancelled to accomplish more in the sprint

etc