

Sprint Review/Demo Checklist				
The Sprint Review is a critical ceremony in Scrum. This checklist provides an overview of best practices to ensure the Sprint Review/Demo is successful				
Item	Consideration	Accomplished	Not Accomplished	Comments/Notes
1	Are all key stakeholders invited and present?	Partial		DOT absent. Issue: Missed critical feedback. Recommendation: Schedule follow-up
2	Are all members of the development team present?	Accomplished		Hiroshi, Priya, Manfred present
3	Is the Product Goal reiterated to all stakeholders?	Accomplished		Kwan provided overview
4	Is the Sprint Review conducted as a working session?	Accomplished		Effective working session
5	Is the Sprint review timeboxed?	Accomplished		≤2 hours, managed by Sandy/Beverly
6	Does the Product Owner open the meeting and define what is "Done"?	Accomplished		Kwan defined "Done" accurately
7	Does the development team "demo" what was "Done"?	Partial		US1/US2 demoed; US2 failed (15 minutes vs. 15 seconds), US1 lacked bus data. Issue: Requirements mismatch, blocker. Recommendation: Validate pre-demo; resolve blocker
8	Are stakeholders provided an opportunity to "play" with the new functionality?	Accomplished		Three workstations available
9	Is feedback documented?	Partial		Beverly delayed collection due to distraction. Issue: Risked missing insights. Recommendation: Dedicated feedback role
10	Do stakeholders "accept" the new functionality?		Not Accomplished	US2 rejected, US1 incomplete. Issue: Mismatch expectations/blocker. Recommendation: Clarify requirements
11	Does the Product Owner discuss the current state of the product Backlog, marketplace changes, and release forecast dates?	Accomplished		Kwan discussed goals/timelines
12	Do attendees collaborate and discuss what should be accomplished in the next Sprint?	Accomplished		Agreed on next sprint goals
13	Are budgets and timeframes reviewed?		Not Accomplished	Budget questions unaddressed. Issue: Reduced stakeholder trust. Recommendation: Prepare updates
14	Is the Product Backlog refined during or after the Sprint review is completed?	Accomplished		Updated with US6