**Sprint Review Meeting Guide**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1.0 | 23/11/2013 | Le Ngoc Chau | Create document |
|  |  |  |  |  |
|  |  |  |  |  |

Table 1: Revision history

# **Introduction**

## Purpose

This document was written to help members understand the principles in sprint review meeting.

## 2.2. Audience

|  |  |
| --- | --- |
| **No** | **Audience** |
| 1 | Product owner |
| 2 | Scrum master |
| 3 | Development team |

Table 2: Audience

# **Role**

|  |  |
| --- | --- |
| **No** | **Role** |
| 1 | Product owner |
| 2 | Scrum master |
| 3 | Development team |
| 4 | Customer |

Table 3: Role

# **Sprint review meeting guide**

|  |  |  |
| --- | --- | --- |
| **No** | **Items** | **Description** |
| 1 | Purpose | Provides a critical checkpoint for the Development Team to demonstrate the accomplishments of the sprint, and to ensure that all requirements and CoA were met and are acceptable to the customer |
| 2 | Member | Product owner  Scrum master  Development team |
| 3 | Pre-Condition | * List of completed product backlog items. * Demonstrable conditions for each product backlog item (Code, Documents). * Acceptance test case document |
| 4 | Task | Development Team demonstrates sprint accomplishments to the attendees and tester will run User Acceptance Test case with customer. |
| 5 | Post Condition | * A list of product backlog items accepted * User Acceptance Test Case with status is passes or fail |
| 6 | Tool | * MS Excel |

Table 4: Sprint review meeting guide