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| Project Name: |  |
| Sprint #: |  |

Sprint Review Template

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| INSTRUCTIONS:  Follow the meeting schedule below to maximize time with your team and sponsor. The objective of the sprint review meeting is to receive practical feedback on what has been delivered and determine if the objectives have been achieved. |

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| Time | Duration | Activity | Description | Presenter |
| 9:00 | 5 min | Introduction | · Product name · Intro to product roadmap | Product Owner |
| 9:05 | 5 min | Sprint Goals | · This sprint’s goals  · Impact of sprint on release plans  · Top three requirements related to sprint goal | Product Owner |
| 9:10 | 5 min | Status Overview | · Review any big fixes  · Review any pivots, changes or enablers | Scrum Master |
| 9:30 | 20 min | Live Demo | · Demonstration of new functionality  · What value was produced during this sprint? | Team |
| 9:35 | 5 min | Metrics | · Explain burndown chart progress  · Explain velocity chart  · Show and explain any other important metrics | Team |
| 9:40 | 5 min | Blockers | · Describe any impediments that are holding up the team’s progress towards sprint goals | Scrum Master |
| 10:00 | 15 min | Q&A/Feedback | · Collect feedback from all stakeholders | Stakeholders |