# TIPS FOR A SUCCESSFUL SPRINT REVIEW MEETING

Sprint Review meeting is carried out once the Sprint has been done. It is meant to inspect the Increment and adapt the Product Backlog if necessary. When the Sprint Review meeting is taking place, the Scrum team and stakeholders evaluate what has been done during the Sprint.

To ensure their success, a sprint review meeting is held at the end of each sprint. During the review, the Scrum team shows the stakeholders what they have accomplished by demonstrating the newly designed features.

The Scrum Master is responsible for scheduling the meeting and informing everyone attending of the purpose of the review. The Scrum Master is also responsible for ensuring the meeting stays within the time-box.

The Product Owner should manage all communications with the sponsor.

If this is Sprint Review Meeting 1, the Product Owner should share the team’s PID with the sponsor prior to the meeting.

Product Owners should set up a Zoom or WebEx meeting - to be proactive if the sponsors cannot attend in-person.

1. STAKEHOLDERS

Attendance and participation of the Scrum Team, product owner, and invited key stakeholders.

1. TEAM PRESENTER

The team selects a team member as presenter. The presenter should

1. Thank the sponsor again for helping with the class
2. Introduce all team members
3. Have ready a list of topics to be discussed (i.e. Word, PowerPoint)
   1. What you accomplished with a demonstration
   2. What you didn’t accomplish
   3. Problem areas
   4. Backlog (see #3)
   5. (talk about visual and where we’re going if no demonstration)
   6. Explain if we can’t finish the backlog
   7. QnA (whole team, ask more specifics ig)
   8. Physical document?
4. BACKLOG ITEMS

The Presenter/Product Owner should report the items in the Product Backlog; what backlog items have been done and what have not.

1. PROJECT STATUS AND PROGRESS

The development team discusses what went well and the problems they experienced. They should also inform the group what they did to resolve the problems.

1. PRODUCT DEMONSTRATION

The development team demonstrates their completed work while answering questions about their increment.

1. DISCUSSION

The presenter leads the discussion on the Product Backlog as it currently stands. They set projected completion dates based on the progress of the Sprint session.

1. NEXT STEPS

To give valuable input to the Sprint planning, the entire group establishes the next steps during the Sprint review meeting.

1. CHANGE

This is a time to review potential changes in the marketplace, the valuation of the project and what areas are considering to be the most valuable. The next steps should also be outlined.

* Changes documented in sprint retrospective

1. TIMELINE AND MILESTONES

Review the timeline, budget, potential capabilities, and marketplace to determine the next anticipated product release.

By the end of the Sprint Review Meeting, revisions should be made to the Product Backlog to better define probable backlog items for the next Sprint session. The Product Backlog can be adjusted completely to introduce new opportunities.