Sprint Review and Planning Meeting

Mark Sheet

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| Team |  |
| Customer |  |
| Marker |  |

## Comments

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# Objectives for Coming Sprint

The team should clearly agree with the customer between 3 and 7 top level objectives, or epics for the coming sprint. Note down the objectives in the table below and confirm that these are documented on GitLab within two days of the sprint planning meeting.

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| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |

# Marks

## Overall Meeting Management

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| Criteria | Mark of 5 |
| Did the team set an agenda at the start of the meeting? | 1 |
| All criteria for (1) and:   * Were team roles in the meeting clearly defined and followed? For example, was there a meeting chair, one or more demonstrators, customer leads and note takers? * Does the agenda for the meeting highlight key decision points that the customer will need to make? * Did the team stick within the 25 minute limit for the meeting? | 2 |
| All criteria for (2) and:   * Did the chair maintain control of the meeting, ensuring relevant contributions are made whilst allowing for discussion? * Does the agenda for the meeting highlight key decision points that the customer will need to make? * Does the team have a proposal for work to be done in the next sprint (this does not have to be the actual plan agreed on the day)? | 3 |
| All criteria for (3) and:   * Did the team practice time boxing on the agenda? * Were the key points of the meeting summarised for customer agreement at the end? | 4 |
| All criteria for (4) and:   * Bonus discretionary mark for exceptionally well organised and managed meeting. | 5 |

## Sprint Review

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| Criteria | Mark of 5 |
| Was the progress since the previous sprint clearly explained, in terms of new features, bugs fixed, problems encountered? | 1 |
| All criteria for (1) and: Was a new version of the software system demonstrated to the customer during the meeting to clearly illustrate progress? | 2 |
| All criteria for (2) and: Were the original objectives of the previous sprint clearly explained? | 3 |
| All criteria for (3) and: Was the difference between the original objectives and accomplishments in the sprint clearly explained and justified, including both missed objectives and additional work completed. | 4 |
| All criteria for (4) and: Was a new increment of the software system *delivered* to the customer during the sprint, such that the customer was able to interact with it themselves? | 5 |

## Sprint Planning

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| Criteria | Mark of 5 |
| * Is the project backlog reviewed, including identification high priority issues. * Are the objectives for the next sprint clearly agreed with the customer; ***or*** if this is impossible due to uncertainty in the project, is there a clear plan to rapidly resolve the uncertainty, e.g. in a follow up meeting. | 1 |
| All criteria for (1) and:   * Do the team identify the highest priority risks in the project that need resolution? * Do the team ensure that the customer is engaged in developing requirements? | 2 |
| All criteria for (2) and:   * Do the team use the current release of the system, wireframes, user stories or other project artifacts to stimulate discussion of future requirements? * Do the team use *focused* questions to elicit requirements from the customer? | 3 |
| All criteria for (3) and:   * Do the team set a *metaphor* or *theme* for the coming sprint? * Based on previous progress, do the team agree a *realistic* amount of work, acknowledging delays, or lack of progress since the previous sprint? * Do the team manage customer expectations effectively? * Is an *effective* plan agreed for resolution of any blockers due to the customer? | 4 |
| All criteria for (4) and:   * Bonus discretionary mark for exceptionally well organised sprint planning meeting. | 5 |