Mandatory		Mandatory Facilitating

Dev. **T**eam	**P**roduct **O**wner	**S**crum **M**aster

Goal or output:
- A useful potential releasable product increment
- A revised PBL for the next Sprint

Service to the Scrum Team
Stakeholder

Time box: max. 1 hour (1-week Sprint), 2 hours (2-week Sprint), etc.

Agenda

- ☐ Dev. Team shows the sprint goal and stories to be delivered
- ☐ Dev. Team show and discuss the completed Sprint items to the PO
- ☐ After demonstration, PO defines which items are DONE and NOT DONE based on acceptance criteria and Definition of Done (DoD)
- ☐ Team identifies any incomplete Stories (discuss & find barriers to improve)
- ☐ PO moves incomplete and undone Stories back to Product Backlog and sets new priority (they could be part of next sprint)
- ☐ PO closes the sprint and accepts appropriate functionalities.
- ☐ Team focuses on understanding and vision of the product.

- ☐ PO updates about news of the Product
- ☐ Everybody review the timeline budget potential capabilities
- ☐ Time-box: 2 hours for 2-week Sprint, proportionally less for shorter Sprints
- ☐ Show the items on the live environment
- ☐ Avoid PowerPoint
- ☐ Show end-user functionality
- ☐ Use acceptance test
- ☐ Focus on discussion instead of demo
- ☐ Share learning rather than reporting
- ☐ Avoid long demonstration
- ☐ Prepare the review and the environment, data and schedule
- ☐ Explain problems, what went well and how they could solve this
- ☐ This meeting is the input for the next planning meeting
- ☐ Market place for the next iteration
- ☐ Discuss what has the most value to do next as an input for the next planning

Lack of team communication and understanding of individual and iteration progress, task status, critical issues or impediments are not discussed

- ▪ No PO available
- ▪ No feedback
- ▪ No review meeting
- ▪ Say it is nearly done
- ▪ Missing the updated priority for next sprint