Assess Each Sprint Against Your Goals

In Agile Scrum software development, the team is required to deliver a shippable product in increments. At the end of each sprint, the team has coded and tested a set of usable features. At the end of each sprint, a sprint review meeting is held. Oftentimes, this takes the form of a demo.

The following is a sample agenda for your Sprint Review Meetings.

I. Introductions
   - In many organizations, the Sprint Review Meeting is the only time that certain team members interact with one another. Remember to introduce everyone in the room.

II. Sprint Assessment
   - Recap the goals of the sprint.
   - Recap the product backlog items included in the sprint.
   - Explain the business value of each feature and why it was prioritized.

III. Demo Each Feature
   - Demo should be informal yet thorough.
   - When demoing, explain new features from the user’s point of view.

IV. Goals vs. Progress
   - If certain goals were not met during the sprint, explain why.
   - Will those goals be prioritized in the next sprint? Explain why or why not.

V. Question & Answers
   - Budget at least 15 minutes for question and answers.
   - Keep an open mind, and remember that not everyone who attends the Sprint Review Meeting has been as closely involved with the product as you have.