**Sprint Review Meeting**

Target duration: **1 hour**ion.

Purpose: To inspect the outcome of the Sprint and determine future adaptations.

Chairperson: Scrum Master (Scrum Master to coach the Team the day before to prep for an efficient and structured review)

**Desired Outcomes**

1. For “Done” items, demonstration from the team and agreement from the Product Owner that acceptance criteria have been met.
2. Understanding of Sprint successes and challenges, team velocity, and factors impacting velocity
3. A revised Product Backlog that defines the probable Product Backlog items for the next Sprint ([ref](https://www.scrum.org/resources/what-is-a-sprint-review)).
4. Updated notes for any SR&ED grant candidate work
5. Giving a summary of the sprint:
   1. Restate the sprint the goal
   2. Challenges
   3. Successes
   4. QA to give a walk through of the Sprint Test Plan status
6. Administrative items
   1. Time tracking: 100% of time tracked
      1. review report and discuss where time was spent
      2. discuss whether how we used our time is as expected, why or why not?
      3. If we’d like to do differently, what can we do?
      4. [Reports](https://marketplace.atlassian.com/apps/1219004/worklogs-time-tracking-and-reports?hosting=cloud&tab=pricing&utm_medium=referral&utm_source=atlassian_community)
   2. Test plan status
   3. Review the Jira work item state workflow, especially around QA / Bug fix iterations
7. **For each item assigned to the Team, the selected Team member:**
   1. reiterates the business goal(s) of the item and the acceptance criteria
      1. “The requirement(s) was(were) to xyz…”
   2. presents each item (typically a user story) back to the Product Owner and demonstrates acceptance criteria met.
   3. Demonstrate that DoD is met
      1. **Show the SQL Profiler data for the item**
   4. Solicits Product Owner approval for the item
   5. Discuss estimated vs actual
   6. Show the Test status in ADO for the user story(ies) in question
8. We must take the time during sprint review to really be disciplined about the items on the board as described below. Keeping the boards neat and concise is critical.
9. Manage the Jira items as follows:
   1. Done Items (Ready for Stage)
      1. Set the appropriate release number so the item appears on the “releases” board that contains the items being enqueued for an upcoming port for the app in question
   2. When we set an item to a release and create a release branch, no new features or feature changes should enter that branch. BUG fixes only on the release branch
   3. Not Done items (including bugs)
      1. Remaining time for not done items
   4. Can the items be ported to STAGE with or without release notes
      1. And known issues?
      2. what did we finish and not finish
   5. How to handle?
      * 1. Move to next sprint
        2. Put back in backlog
        3. Close as “deferred”
10. Understand volume of work successfully exiting the sprint as accepted by the PO/BA
    1. volume of work accepted into the sprint at the start
    2. volume of work entering the sprint after planning day
11. Ensure the board is clear of all items in the Sprint being completed. Manage items as described in step 2.
12. NEW: After the Review Meeting, the Sprint must be closed / stopped.
    1. Items that are not done will be returned ot the backlog and must be managed there BEFORE the next sprint is started using the Start Sprint button.
13. Calculate sprint stats, including velocity and impact of interruptions