
How to conduct sprint review

At the end of each Sprint, the scrum core team and relevant stakeholders participate in a sprint review meeting in which the sprint deliverables are demonstrated to the product owner, sponsor, customer, and users.

During the sprint review, the Product Owner reviews the new functionality and/or new products against acceptance criteria defined in user stories and either accepts or rejects the completed user stories.

Scrum Process Canvas, the [scrum tool](#), allows you to document the entire scrum review meeting, from the beginning until the end.

Perform the steps below to manage your sprint review meeting. You may try the steps interactively by visiting the [interactive product tour](#).

Step 1: Prepare for a sprint review meeting

1. In the Scrum Process Canvas, click on the work item **Sprint Review Meeting** to open it.



Sprint Review Meeting

2. As the first step, you are required to prepare the sprint review meeting by deciding the date and time, the attendee and the agenda of the meeting. Click on the action artifact **Sprint Review Meeting**.



3. Fill-in the meeting form to complete this step. First, specify the background of the meeting by entering the date, time, location of the meeting. Besides, select the members who will attend the meeting.

Sprint Review Meeting	
Meeting's Background	
Date	2018-09-07 ...
Time	01:00 PM ...
Location	Room 213
Prepared by	Henry Laguna ▼
Attendees	Henry Laguna, Mary Madeod, Harvey Jimmerson, Helen Macdonald, Clyde Taylor, Louis Diaz, Natalie Goins, Jeremy Eckard, Joshua Rios ▼

4. List the topics to be discussed in the meeting as agenda topics. Press **Enter** to create a new topic.

Agenda Topics	Agenda Topics		
	Topic	Presenter	Time Allotted
	Introduction of meeting and attendees	Henry Laguna	5 mins
	Recap the goals of the sprint	Henry Laguna	5 mins
	Demonstration of features	Clyde Taylor	60 mins
	Conclusion of meeting	Henry Laguna	5 mins
	Present upcoming product backlog items	Henry Laguna	10 mins
	Open the user stories included in the sprint	Henry Laguna	10 mins

5. Describe the status of user stories' completion. This allows people a chance to see what will be demonstrated and what will not. Mostly this is whether the stories were finished or not, but include anything else that is important to note.

User Stories' Status	User Stories' Status	
	User Story	Completion Status
	View cart content	Finished
	Add item to cart	Finished
	Update item in cart	Finished
	Select cart items to checkout	Finished
	Pay by credit card	Finished
	Issue delivery request	Started but there were too many open issues

6. Enter other information such as the observers and resources required.

Other Information	Other Information	
	Field	Value
	Observers	Mario Borum
	Resources	Projector x 1
	Special Notes	N/A

7. When finished, go back to the work item page via the breadcrumb.

8. When you are done, you can move on to the next step. To do this, click on **Complete Step** at the bottom right corner, and then select **Complete** from the popup menu.

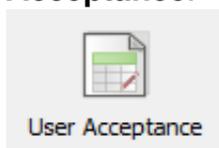
Step 2: Demonstrate new functionality and document the result of acceptance

You are now on step 2, the heart of the sprint review meeting.

Recording user acceptance

In this step, The scrum team demonstrates the new functionality and/or new products created. The product owner and stakeholder(s) inspect what has been completed against acceptance criteria defined in user stories and either accept or reject the completed user stories.

1. To document the result of user acceptance, click on the action artifact **User Acceptance**.



2. This opens a table that lists the User Stories agreed to complete in this sprint. Walk through the stories and demonstrate the new functionality. Let's say we want to demonstrate how this user story works. Select it now.

ID	User Story	Description	Epic	Status	Acceptance Criteria	Owner	Due Date	Te
US003	View cart content	As a customer, I want to summarized view of shopping cart.	Shopping cart	Committed	User can view the des...	Clyde Taylor	Aug 20, 2018	Des
US004	Add item to cart	As a customer, I want to add the items that I want to buy...	Shopping cart	Committed	User can add an item... User can add an item... User is not allowed to... User is not allowed to... The amount of item al...	Clyde Taylor	Aug 21, 2018	Pro
US005	Update item in cart	As a customer, I want to make changes to cart items so th...	Shopping cart	Committed	User can modify the q...	Clyde Taylor	Sep 4, 2018	Inp
US007	Select cart items to checkout	As a customer, I want to select the cart items to checkout...	Checkout shopping cart any pay	Committed	User can select some ...	Clyde Taylor	Sep 4, 2018	Inp
US009	Pay by credit card	As a customer, I want to settle payment by credit card.	Checkout shopping cart any pay	Committed	User can settle payme...	Clyde Taylor	Sep 5, 2018	Des
US011	Issue delivery request	As a courier office clerk, I want to receive a delivery reque...	Arrange delivery	Committed	Courier office clerk wil...	Joshua Ross	Sep 5, 2018	Des

4. These are the acceptance criteria defined when developing product backlog. Walk through the items with stakeholder. Place a check mark on item that is confirmed done.

3. **Edit Acceptance Criteria (Add item to cart)**

Acceptance Criteria	
<input type="checkbox"/>	User can add an item into shopping cart with correct quantity and price information presented in the cart page.
<input checked="" type="checkbox"/>	User can add an item into shopping cart with additional prop set (e.g. size, color).
<input checked="" type="checkbox"/>	User is not allowed to add an item into shopping cart without selecting a prop.
<input checked="" type="checkbox"/>	User is not allowed to enter invalid value as quantity (e.g. negative value, non-numerical value).
<input checked="" type="checkbox"/>	The amount of item allowed to add into cart must not be greater than the amount of item remain in stock.

5. Click **Close** to return to the table.

6. Update the status of demonstrated Story. If a user story is accepted by the product owner and the stakeholders, set the status to **Done**. If a user story is not fully accepted, set it to **Incomplete**.

ID	User Story	Description	Epic	Status	Acceptance Criteria
US003	View cart content	As a customer, I want to summarized view of shopping cart.	Shopping cart	Committed	User can view the des...
US004	Add item to cart	As a customer, I want to add the items that I want to buy int...	Shopping cart	Committed	User can add an item... User can add an item... User is not allowed to... User is not allowed to... The amount of item allo...
US005	Update item in cart	As a customer, I want to make changes to cart items so tha...	Shopping cart	Incomplete Done	User can modify the q... User can modify the pr...
US007	Select cart items to checkout	As a customer, I want to select the cart items to checkout a...	Checkout shopping cart any pay	Committed	User can select some ...
US009	Pay by credit card	As a customer, I want to settle payment by credit card.	Checkout shopping cart any pay	Committed	User can settle payme...
US011	Issue delivery request	As a courier office clerk, I want to receive a delivery reque...	Arrange delivery	Committed	Courier office clerk wil...

Splitting and extending user stories

It is not uncommon that new requirements are found during the demonstration session. Those requirements should be captured as new user stories for further reviewing and approval, eventually be implemented in future sprint(s).

To manage this, use the split and extend function to create a new set of user stories from an existing one.

1. Click on the ... button in the **Split / Extend User Stories** cell.

Status	Acceptance Criteria	Owner	Due Date	Tasks	Split / Extend User Stories
Committed	User can view the des...	Clyde Taylor	Aug 30, 2018	Design shopping c...	...
Incomplete	User can add an item i... User can add an item i... User is not allowed to ... User is not allowed to ... The amount of item allo...	Clyde Taylor	Aug 31, 2018	Provide API to retri...	...
Committed	User can modify the q... User can modify the pr...	Clyde Taylor	Sep 4, 2018	Implement shoppin...	...
Committed	User can select some ...	Clyde Taylor	Sep 4, 2018	Implement the sho...	...
Committed	User can settle payme...	Clyde Taylor	Sep 5, 2018	Design credit card...	...
Committed	Courier office clerk wil...	Joshua Rios	Sep 5, 2018	Draft the delivery

2. This opens a window for creating split / extended User Stories. Create new user stories for each of the new and updated requirements. You can also use this function to capture the additional work required to get an incomplete user story done, which typically includes bug fixes, minor enhancements, support of missing functions, etc.

◆ Edit Split / Extend User Stories (Add item to cart) ×

User Story	Description	Status
Show logo for prop selection	Show props as icons instead of text buttons	New
Add "throw" effect when adding item to cart	Show "throw" effect when adding an item into shopping cart	New

3. Click **Close** to return to the table.
4. Walk through all the User Stories in this sprint backlog. Demonstrate the new functionality and document their result of acceptance.
5. When finished, go back to the work item via the breadcrumb.

Updating sprint deliverables' status

Besides User Stories, you also need to update the status of sprint deliverables.

1. To do this, click on the action artifact **Sprint Deliverables**.



2. This shows a list of sprint deliverables. Update the **Status** of each sprint deliverable.
3. If certain deliverable is rejected, explain why and state if any follow-up action will be

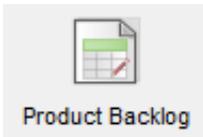
Deliverable	Description		Status	Notes
Basic check-out feature	The check-out feature is basically done with the following functions ready: <ul style="list-style-type: none"> Shopping cart page Add and update shopping cart item Pay with credit card Delivery company can receive a delivery request 	Henry Laguna	Done	Finished but there are some enhancements we could add to shopping cart

- Go back to the work item.
- When you are done, complete this step.

Step 3: Present upcoming product backlog items

The final step of the sprint review meeting involves a discussion of potential items to be done in the next sprint. Throughout the current sprint review, feedback on the work of the current sprint is acquired, this will often influence the planning of subsequent sprints.

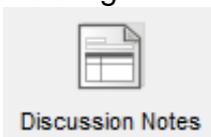
- Click on the action artifact **Product Backlog**.



- Present and discuss the upcoming product backlog items with stakeholders.

ID	Name	Description	Status	Acceptance Criteria	Story Points	Priority	Risk	Split From
US001	Average page load time must be less than 3s	As a customer, I want to view the complete page contains in ...	New	...				
US002	Log user activities	As an administrator, I want to view the user activities so that ...	New	...				
US006	Remove item from cart	As a customer, I want to remove an unwanted item from the ...	Approved	User can remove item... The remaining stock ...	1	Should	Medium	
US008	Select delivery address when checkout	As a customer, I want to select or create delivery address d...	New	...				
US010	Pay by PayPal	As a customer, I want to settle payment by PayPal.	New	...				
US012	Search item by product name	As a site visitor, I want to search a product with its name.	Approved	User can search an it... User can retrieve rec...	2	Should	Medium	
US013	Search shop by shop name	As a site visitor, I want to search a shop with its name.	New	...				
US014	Refine search result with additional criteria	As a site visitor, I want to filter the search result by specifin...	New	...				
US015	Sort search result	As a site visitor, I want to sort the search result with differen...	New	...				
US016	View item description	As a site visitor, I want to view the items' description in the pr...	New	...				
US017	View customer reviews	As a site visitor, I want to read the reviews made by others f...	New	...				
US018	Share item page through email	As a site visitor, I want to share an item page with my friends...	New	...				
US019	Share item page through Facebook	As a site visitor, I want to share an item page with my friends...	New	...				
US020	Register by email	As a site visitor, I want to create an account with my email a...	New	...				
US021	Register by Google account	As a site visitor, I want to create an account with my Google ...	New	...				
US022	Register by Facebook account	As a site visitor, I want to create an account with my Facebo...	New	...				
US023	Make a support request	As a site visitor, I want to initiate a live chat so that I can find ...	New	...				
US024	Chat with operator	As a site visitor, I want to chat with the CS operator to find h...	New	...				

- Go back to the work item.
- Click on **Discussion Notes** to records the comments collected during the sprint review meeting.



- Fill-in the form to complete this step
- Record the discussion.

Item	Associated User Stories
We must complete the shopping cart in the next sprint	...

- You may optionally select the User Stories being discussed. Click ... to edit.



9. Click **OK** to confirm.
10. When finished, go back to the work item.
11. When you are done, complete this step.

Step 4: Wrap up the meeting

In step 4 of the work item, you have to conclude the meeting by entering the discussions and conclusions, and creating tasks for any follow-up actions required.

1. Click on the action artifact **Sprint Review Meeting**.



2. Complete the meeting form.
3. Describe the discussion and conclusion for each agenda topic.

Topic	+ Present upcoming product backlog items
Presenter	Henry Laguna
Time Allotted	10 mins
Discussion	Upcoming product backlog items are reviewed and discussed
Conclusions	We shall focus on completing features related to shopping cart

Topic	+ Recap the user stories included in the sprint
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4. When finished, go back to the work item.
5. Complete this step.
8. In the popup window, select the User Stories associated with the discussion.

Step 5: Update the status of project deliverables

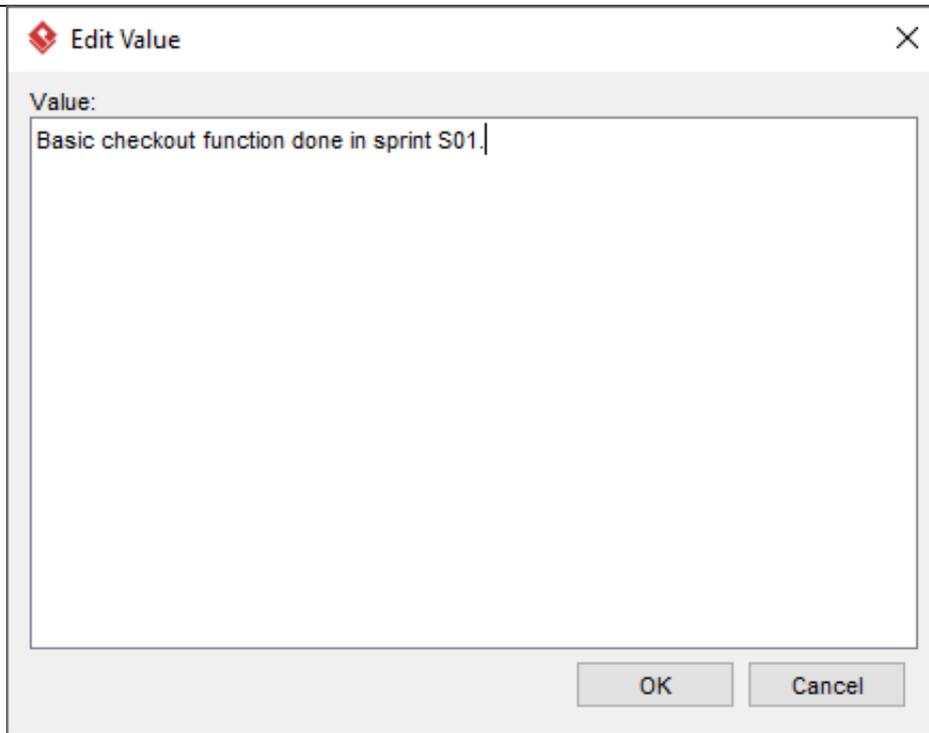
1. As some features are done and delivered, update the completion status of project deliverables. Click on the action artifact **Project Deliverables**.



2. This opens the table of project deliverables. Update the status of their completion.

Deliverable	Description	Planned Release Date	Priority	Status	Owner	Notes
Online supermarket system (Android)	The Android version of the online supermarket system.	Nov 23, 2018	Medium	New	Louis Diaz	
Online supermarket system (Web)	A web-based online supermarket that automates and f...	Oct 26, 2018	High	New	Louis Diaz	

3. Describe the progress in the **Notes** field. Double click on it.



Value:

Basic checkout function done in sprint S01.

OK Cancel

4. Enter the description and click **OK** to confirm.
5. When finished, go back to the work item.
6. Complete this step.