

Sprint Review Template

PROJECT NAME

DATE

LOGISTICS

Where?

Do you want to do it live in person or over a call?

When?

Would the team be open to having the review at the end of the week or at the beginning of the following week?

Timebox?

Can everyone meet for one hour per week of your sprint?

DEBRIEF

Share Insights

Share the insights your experiments generated and the progress you've made toward your milestones. This is also a great opportunity to invite project stakeholders to the table so you can efficiently share your progress with them.

Make Decisions

Determine the next experiments to run and modify the backlog accordingly. Will you make decisions via a decision maker or by committee?

Celebrate Progress

Celebrate the progress you made while you're together as a team. This includes failed experiments.

RETRO

Did you achieve your meeting goal?

What is one thing you can improve for the next meeting?