



# REVIEWING WORK IN PROGRESS

## A Meeting Agenda for Sprint Reviews

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### 1 WHAT'S THE PLAN?

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- WHY? Share the goal of the meeting
- HOW? Overview of the steps we'll take
- WHO? Clarify roles and expectations

### 2 WHAT'S THE CURRENT STATE?

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- Provide context for what you will demo
- Demonstrate the existing work

### 3 WHAT'S UNCLEAR?

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- Stakeholders ask clarifying questions about context and work  
*\*Beware of opinions hiding as clarifying questions*

### 4 WHAT'S GOOD?

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- Stakeholders share what they particularly like about the current work

### 5 WHAT DO YOU THINK?

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- Stakeholders share opinions and advice for the team  
*\*Not a debate or problem-solving step*

### 6 WHAT'S NEXT?

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- Team summarizes what they heard and are taking away
- Team shares what they'll do with the feedback