

Three important functions of an Iteration review meeting

It brings closure to the Iteration timebox in which your team has delivered new value to the business.

It gives your team a chance to show off their contributions and take some satisfaction in their work and progress.

It allows your stakeholders to give feedback on working stories and understand why some weren't completed.

1

Start with the end in mind

The purpose of the Iteration review is to get feedback on working software functionality, hardware components, and other concerns. During Iteration Planning, start prepping for how you'll demo the stories that your team is committing to.

Graphic callout??
Minimize the use of slides.

After updating your Iteration goals, decide who will present and prepare any important findings and results. Send out the invitation and include additional stakeholders who might benefit from understanding the team's progress.

2

Agree on what to present and when

Graphic callout??

Although Agile Release Train stakeholders may attend, the system demo is usually better suited to their level of interest and detail.

3

Keep a one- to two-hour timebox

Keep the Iteration review to one to two hours max. Start the meeting by reviewing Iteration goals and discussing status. Then move on to a walkthrough of all the committed stories, keeping demos short and focused.

Demo each story, including incomplete stories, in a working environment that closely resembles production. Communicate any spikes and verify that the Product Owner has accepted completed stories.

4

Demo each story

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Unless there have been significant changes, only provide a quick update on a story that you've already demoed.

5

Determine why stories weren't completed

After the demo, your team should reflect on which stories didn't get completed and why. Common reasons include impediments or risks, false assumptions, changing priorities, estimating inaccuracies, and overcommitment.

Use the findings from the Iteration review meeting to learn how to better plan and execute future Iterations. As a Scrum Master, you can learn from this process and get better at removing future obstacles that affect the team.

6

Use findings to keep improving

7

Encourage constructive feedback

Ask stakeholders for helpful feedback and use the Iteration review to celebrate accomplishments. If significant stakeholders can't attend, the Product Owner should follow up with them to report on progress and get their input.

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For teams in flow with continuous delivery and continuous deployment, use the review more as a status-and-feedback session than a detailed, story-by-story review.

Learn more about the Scrum Master role in SAFe

Check out the [SAFe Community Platform](#) for more information, videos, and toolkits, and to participate in the Scrum Master Community of Practice.