Introduction and Overview
5 minutes
- We’ll touch upon our sprint’s journey, our discoveries, and future prospects.
- Through this, we hope to foster deeper discussions, aligned decisions, and continued collaboration.

Sprint Journey Recap
10 minutes
In line with the project brief and transformation canvas, here’s what we embarked upon...
Team presents a brief recap of their sprint activities.

Presentation of Findings
15 minutes
Delving into our explorations, here’s what we’ve uncovered...
Team showcases their discoveries, relating back to their initial goals.

Discussion Points & Co-Creation
40 minutes
With our findings laid out, let’s collectively discuss, debate, and derive our next steps.
Open floor for partners to share thoughts, concerns, and suggestions. Teams and partners collaboratively ideate on the next steps.

Revisiting the Project Brief & Transformation Canvas
10 minutes
Anchoring back to our guiding documents, let’s see if any course corrections or updates are necessary.
Review and critical evaluation of the project brief and transformation canvas, checking for alignment and updating where required.

Decision-making & Expectation Setting
15 minutes
Let’s align on our future trajectory, ensuring all parties are on the same page.
Partners and team confirm decisions, set expectations, and clarify any ambiguities for the upcoming sprint.

Wrap-up and Thank You
5 minutes
Today’s insights and collaborative decisions have been invaluable. As we march forward, we’ll ensure our actions mirror today’s discussions.

Post-Review Actions
Post-meeting
- Send an email to partners expressing gratitude for their participation.
- Attach a summary of agreements made during the Sprint Review.
- Update and attach the project brief and transformation canvas, if changes were made.

NOTE
The Sprint Review is not just an update but a chance for co-creation and alignment. The pre-read sent beforehand sets the stage, but it’s the interactions during the review that truly define the path forward. The team should be prepared, not just with presentations but with an openness to feedback and collaboration.