

Healthcare Scheduling Project

Adapt stage review agenda

Solution

You decide to hold two review meetings for each iteration: one with the team and one with the team and the customer.

Sample Team Review Agenda

Purpose: Review the current iteration, share lessons learned, and identify changes for future iterations.

Discussion items:

- Welcome and confirm meeting purpose – 5 minutes
- Review actual results to plan – 5 minutes
- Discuss what worked, what didn't work, and what could be done better – 15 minutes
- Brainstorm ways to improve future results – 15 minutes
- Agree on changes for future iterations – 10 minutes
- Close

Sample Customer and Team Review Agenda

Purpose: Review the current iteration, review the business environment, and identify changes for future iterations.

Discussion items:

- Welcome and confirm meeting purpose – 5 minutes
- Review actual results to plan – 5 minutes
- Are features performing the way they should? – 15 minutes
- Are features delivering business benefits? – 10 minutes
- Has the business environment changed? – 5 minutes
- Any changes for future iterations (features, priority, risks) – 5 minutes
- Close