

Iteration 1 Debriefing and Plan Review Meeting Instructions

Goal: Demonstrate your team's accomplishments for the iteration with respect to your original iteration plan. Also, present your team's plan for next iteration.

- ❑ **Time limit: 23 minutes.** Make sure that the things that you plan to present fit neatly into this time limit.
- ❑ **Fill the time.** Have enough things to present/discuss to fill the available time.
- ❑ **Show everyone's accomplishments.** Make sure that each team member's contributions to the project are discussed. Anything that is left out may not be taken into account by the instructors.
- ❑ **Demo where possible.** Both tell and show the instructors what you have accomplished. Execute your code to demonstrate that it works.
- ❑ **Explain discrepancies with the previous plan.** If the work done by a team member differs from what was planned, provide some explanation as to why.
- ❑ **Any change of plan?** Share any significant changes to the requirements or to your project plan since last meeting.
- ❑ **Any challenges?** Share any significant challenges that your team has faced during the iteration. Also, discuss what you might do to address those problems.
- ❑ **What's your plan for next iteration?** Walk the instructors through your plan for next iteration. Think about the most convenient and efficient way to do this walkthrough.
- ❑ **Submit your next iteration plan document before the meeting.** Make sure that you have submitted your plan before the start of this meeting.