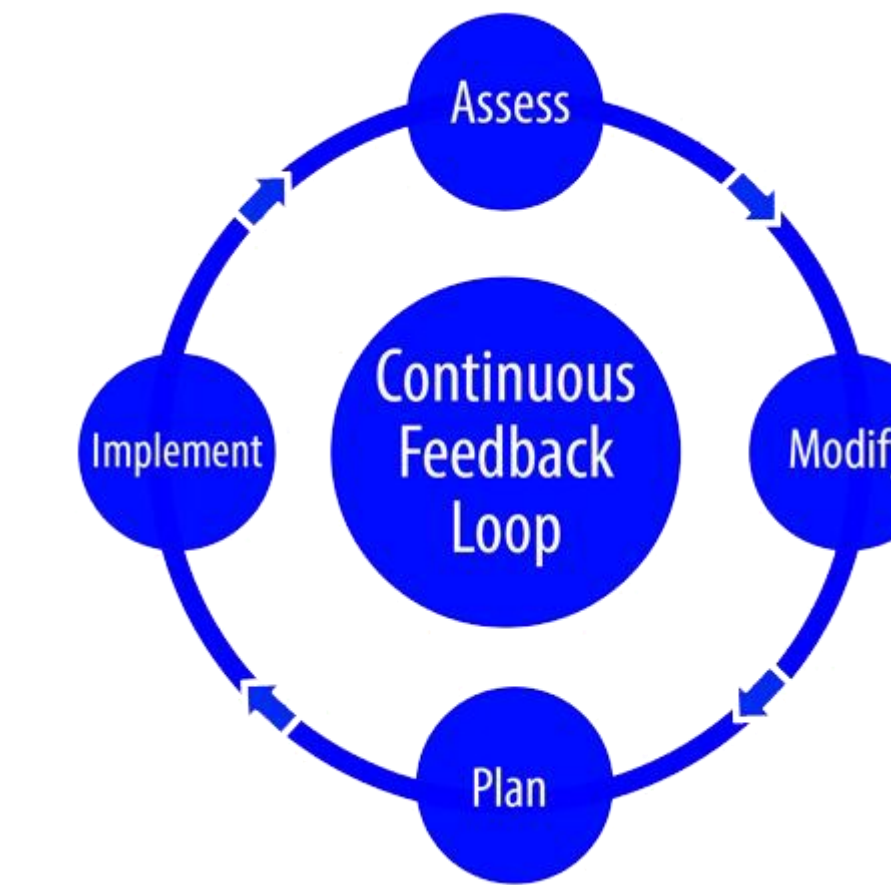


How to appease the demo gods... and Murphy



The Team has spent a whole Sprint working really hard.
Give them EVERY chance of showcasing their efforts

Give your Stakeholder EVERY opportunity to attend

- Think in terms of the Stakeholders
- Prepare, prepare and then prepare some more
- Make sure you have a room booked at least 1 week in advance.
- Send out meeting request at least 1 week in advance
- Publishing an **AGENDA** one week before the review,
- The team makes a **second commitment** that they will be delivering
- The stakeholder has enough time to **clear their schedule to attend** the review.
- Stakeholders are **more inclined to attend** a review when they know that they have to be there for only a short time.
- By assigning a **short window** for every feature, the team starts thinking along the lines of "how do we demo our hard work" **How do we show the Value?**

Practical Tips

- Always **reserve the first 10** mins for the Scrum Master. The earlier meeting needs to clear out and the team needs a few mins to setup connectivity and projector.
- Let the **team choose who** will actually do the demo.
- The Demo person needs to **communicate with the PO** to find out **what** exactly needs to be seen for the demo.
- The Demo person needs to **create demo data**/scenarios for the Review.
- Print out a few hard copies so that the stakeholders can follow the process.
- If your demo depends on certain **external services**, mail the associated before the demo to let them know that those services should not be brought down.
- Make sure you have a **fully charged** laptop or charger
- Make sure that the room has a **working projector** and **network cable** (pop in a day before just to check)
- **Show working software instead of lines of code**
- **Lock down** all code changes a day before demo
- Do a **dry run before** the demo
- **Record the dry run** before the demo (Sometimes the demo gods can't be appeased so you need a backup plan to showcase the teams efforts for the past sprint)

The power of an Agenda

Time	Item	StakeHolder	Developer	Duration
14:00	Scrum Docs	Gabriel	Yusuf	10 mins
14:10	Pricing tool updates	Lee, Sam	Zack	15 mins
14:25	Quoting - Add new contacts	Gideon, Mark,	Nelson	15 mins
14:40	Quoting - non recurring discounts	Peter, Paul, Linda	Daisy	20 mins

