AI-enhanced Scrum Events

Playbook

A practical way to leverage AI to increase the Scrum Events effectiveness.

Mehdi Hoseini (PST)
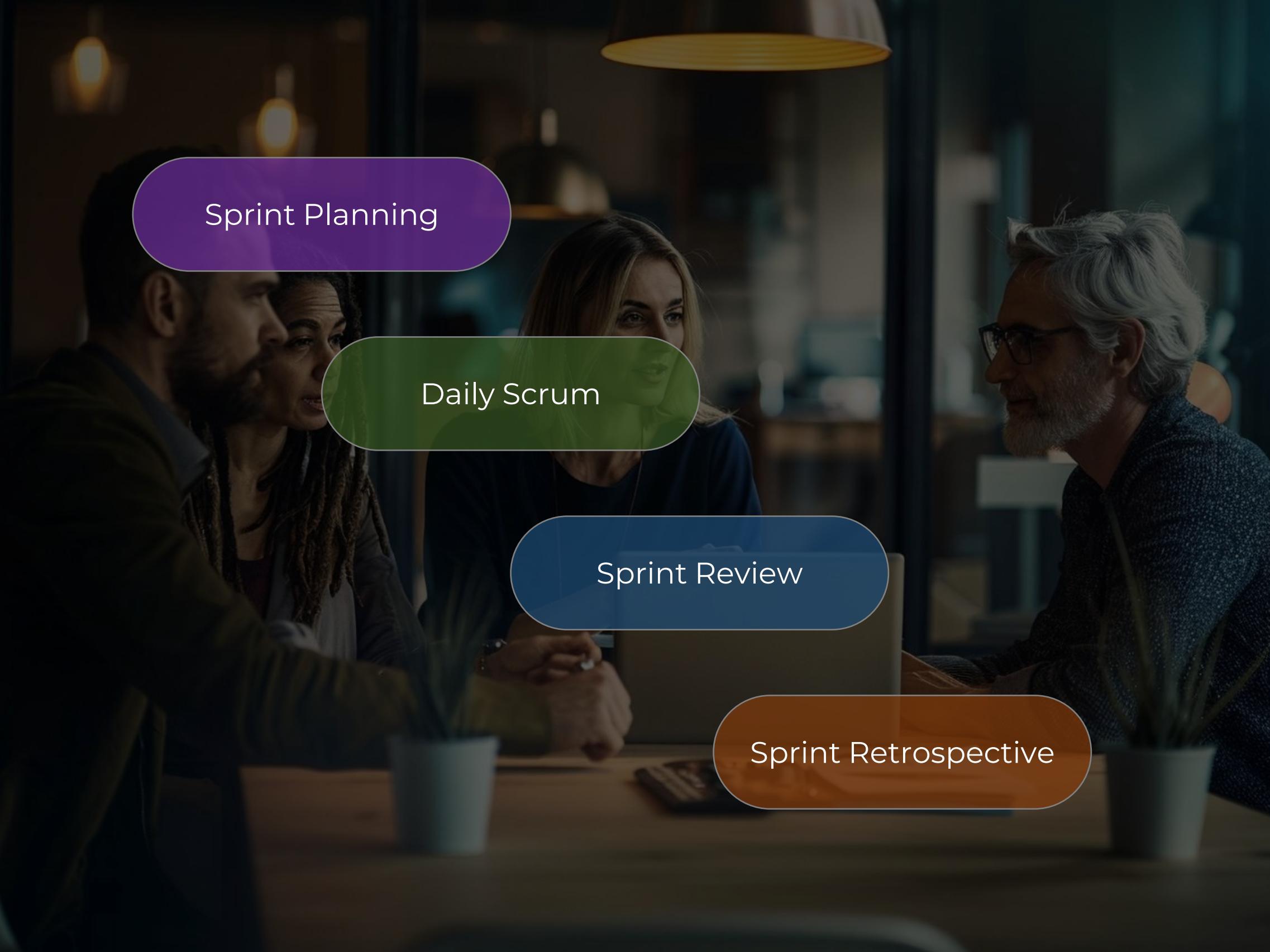
Sprint Planning

Daily Scrum

Sprint Review

Sprint Retrospective

Free Guide

AI-enhanced Sprint Planning

A practical way to leverage AI to increase the Sprint Planning effectiveness.

Mehdi Hoseini (PST)
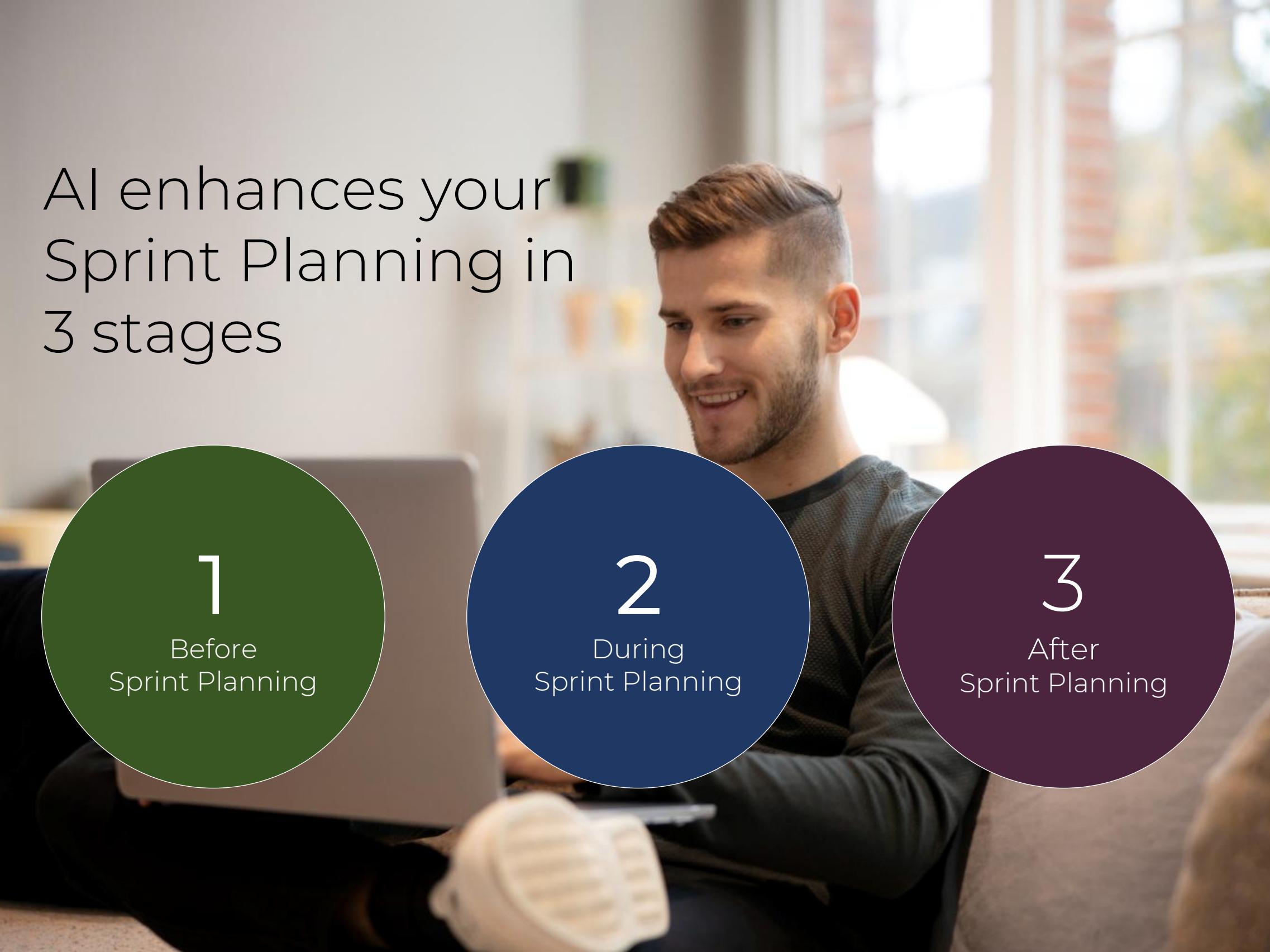
AI enhances your Sprint Planning in 3 stages

1 Before Sprint Planning

2 During Sprint Planning

3 After Sprint Planning

1 Before Sprint Planning

Get prepared for a great planning

You need to prepare several inputs to bring into your Sprint Planning.
For most of them, AI can help you a lot.
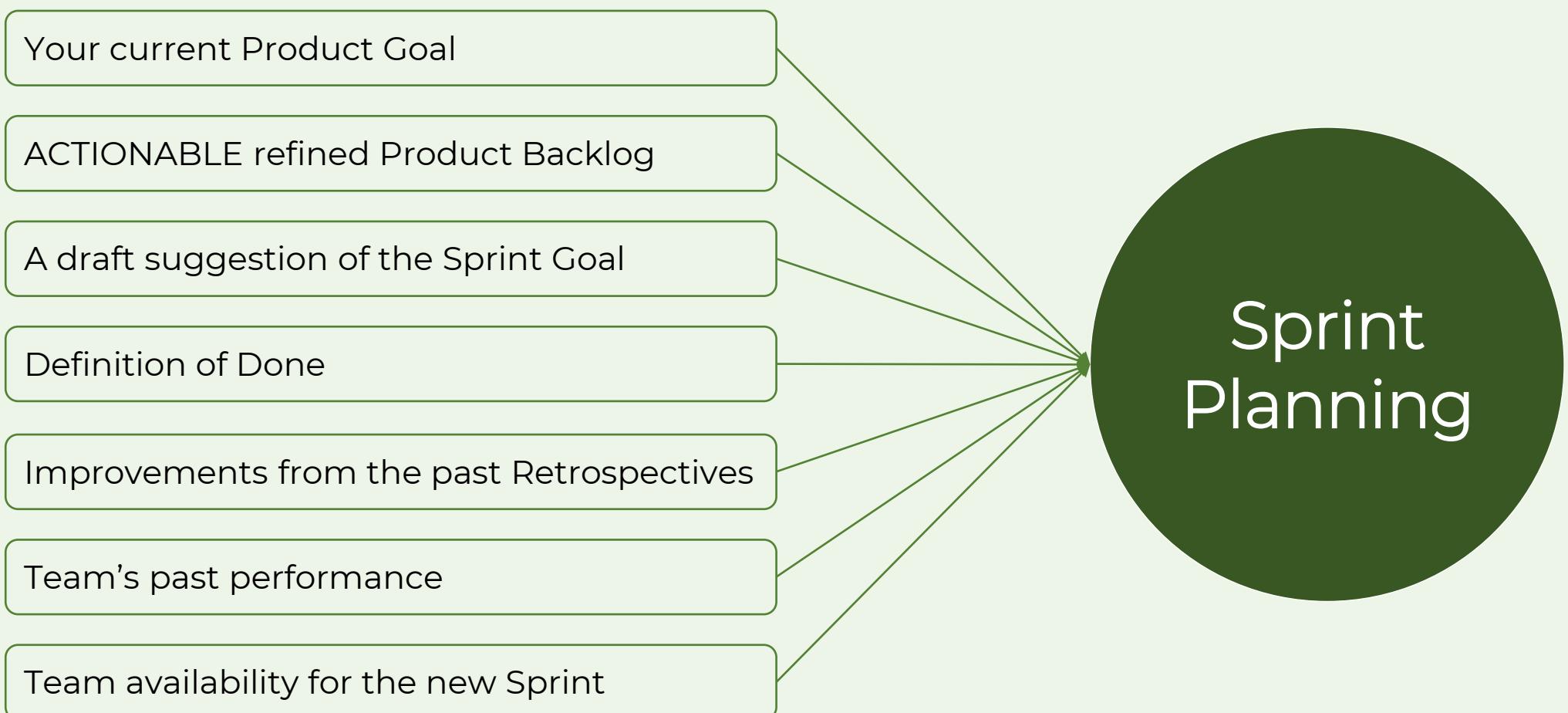
Your current Product Goal

ACTIONABLE refined Product Backlog

A draft suggestion of the Sprint Goal

Definition of Done

Improvements from the past Retrospectives

Team's past performance

Team availability for the new Sprint

Sprint Planning

Product Goal

Bring a concrete Product Goal to the Sprint Planning. Product Goal is the future state of your product. Although the duration of the Product Goal depends on your context, using a quarterly Product Goal is a good choice. Leverage AI with the following instructions to create your Product Goal.

Copy this prompt, paste it into an AI system like ChatGPT, fill in the brackets with the specific data of your product, and create your Product Goal:

*We are building **[Your Product]**. The Product Vision is **[Your Product Vision].***
[Give it a little bit of context by explaining the high-level concept of your product and how it is going to create value].
*We use Product Goals as the mid-term goals. So, break down the Product Vision into several smaller mid-term goals and create the first Product Goal (mid-term goal) within the **SMART** model boundaries as follows:*
***Specific**: The goal should be clear and specific, avoiding any ambiguity about what is to be achieved.*
***Measurable**: The goal should have criteria for measuring progress and success, so you can track your achievements.*
***Achievable**: The goal should be realistic and attainable.*
***Relevant**: The goal should matter to you and your stakeholders and align with other relevant objectives, ensuring it is worthwhile.*
***Time-bound**: The goal should have a clearly defined deadline to create a sense of urgency and focus.*

1 Before Sprint Planning
Get prepared for a great planning

Product Backlog Content

You can leverage AI as a thought partner to help you manage your Product Backlog by creating PBIs.

As an example, I used Miro AI to initiate a Product Backlog for an Electric Vehicle product. The prompt is:

Create 6 User Stories for an Electric Vehicle car product from the Driver actor's point of view.

miro

As a driver, I want to easily find nearby charging stations so that I can recharge my vehicle conveniently.

As a driver, I want to plan routes that include charging stops so that I can travel long distances efficiently.

As a driver, I want to monitor my vehicle's range in real-time so that I can plan my trips without running out of power.

As a driver, I want to optimize my energy usage so that I can extend the battery life and reduce charging frequency.

As a driver, I want to manage my battery health so that I can ensure the longevity and performance of my vehicle.

As a driver, I want to receive notifications about optimal charging times so that I can take advantage of off-peak rates and save money.

Before Sprint Planning

Get prepared for a great planning

Product Backlog Content

Create an AI Agent to watch the incoming support emails from customers on Outlook, Gmail, Zoho, etc., to discover new features and add them to the Product Backlog on Jira, Azure DevOps, Trello, etc.
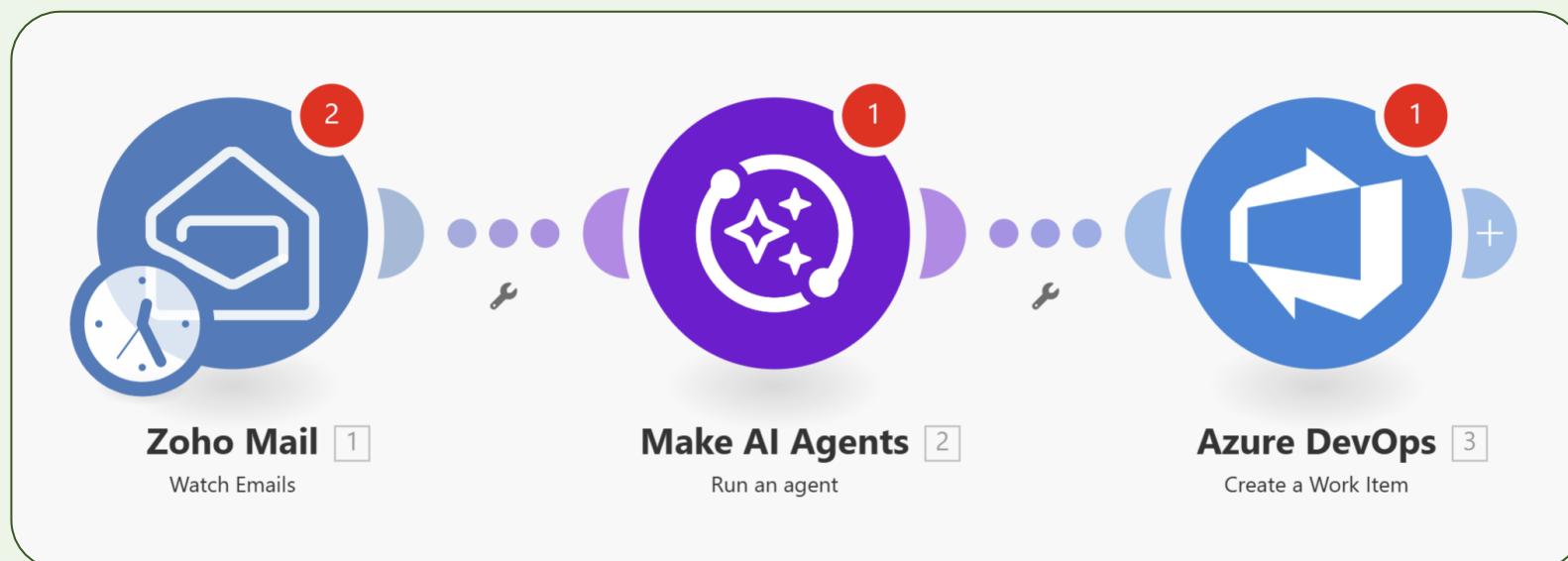
Zoho Mail 1
Watch Emails

Make AI Agents 2
Run an agent

Azure DevOps 3
Create a Work Item

*** You can use Make.com, n8n, Zapier, etc. to create your AI Agents.

My recommendation is Make.com, which is simple and user-friendly.

Actionable Product Backlog

A Product Backlog is actionable when it has the following characteristics:

- The PBIs on top of the Backlog are related and coherent.
- They follow a shared objective that guides your Sprint Goal.
- The PBIs on top of the Backlog are refined.
- The Product Owner has consciously ordered the PBIs on top of the Backlog to follow one shared objective.
- The PBIs should support achieving your current Product Goal.
- Keeping the Product Backlog in the Actionable state is the Product Owner's accountability.

These PBIs are coherent following a shared objective.

Product Backlog

PBI
PBI
PBI
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PBI
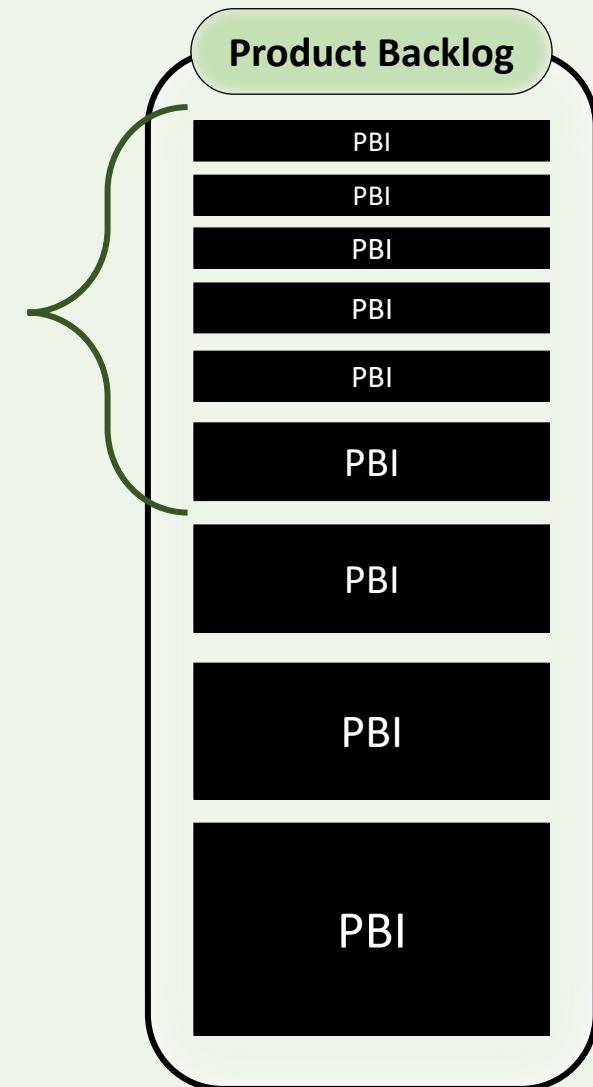
1 Before Sprint Planning

Get prepared for a great planning

Product Backlog Refinement

It gives the team enough understanding of a PBI to start the implementation.

The bare minimum refinement for a typical software product includes preparing two things:

Visual Design

Acceptance Criteria
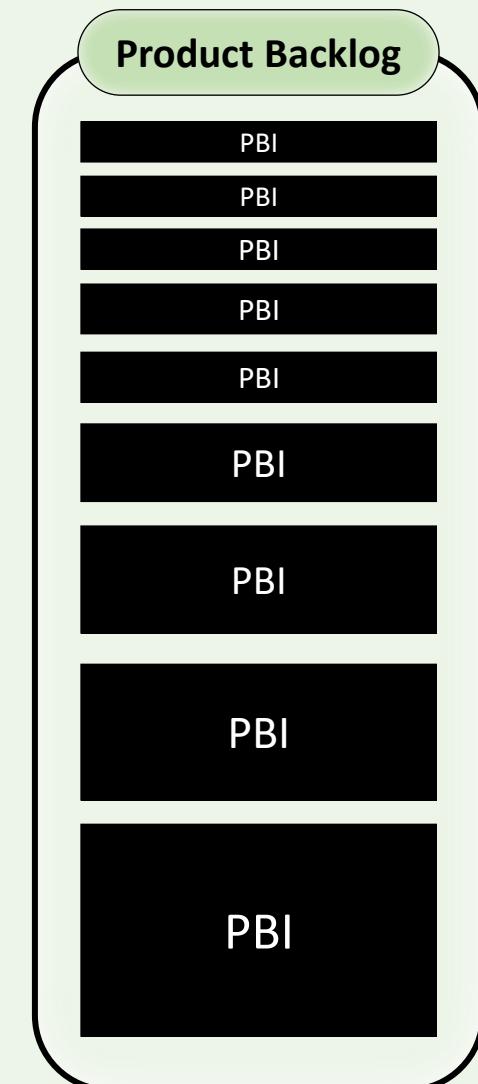
Product Backlog

PBI

PBI

PBI

PBI

PBI

PBI

PBI

PBI

PBI

1 Before Sprint Planning
### Get prepared for a great planning

Product Backlog Refinement – Visual Design

A great AI tool to create visual designs (Sketch, Mockup, Prototype) is Visily.
Just with prompting, create polished designs. It increases your productivity dramatically.

If you want to learn how to use Visily, watch my free short video course, **Precise Specs Handover with AI for Product Owners.**

Visily.ai
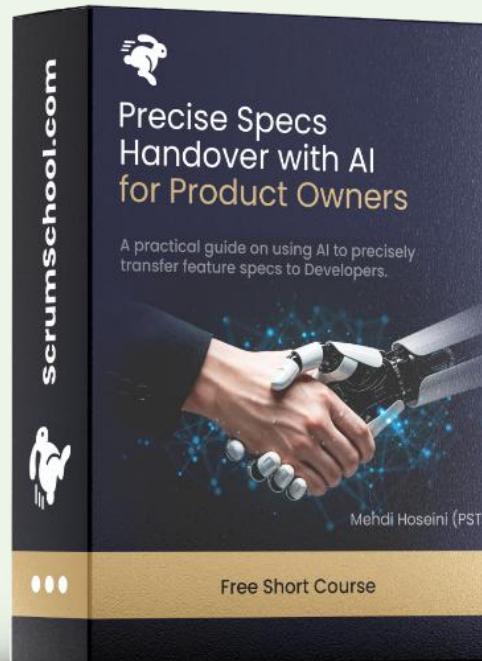
Precise Specs
Handover with AI
for Product Owners

A practical guide on using AI to precisely
transfer feature specs to Developers.

scrumschool.com

Mehdi Hoseini (PST)

Free Short Course

Watch Video

Product Backlog Refinement – Visual Design Sample

I used this prompt with Visily and it created this outstanding result:

Create a website for an Italian restaurant that just cooks original pizza with a homepage, menu, reservation form, and contact. Use a modern olive green color palette.

Product Backlog Refinement – Acceptance Criteria

Acceptance Criteria is a set of test scenarios that a feature must pass to be considered complete and work as intended. It is a non-negotiable mechanism for creating quality features.

You can use Given-When-Then (GWT) format, to write effective test scenarios. See this example:

Given
> Preparation

When
> Action

Then
> Expectation

A Simple Feature

Number A [   ]

Number B [   ]

[Sum]

Result [   ]

Given
> Number A: 2
> Number B: 3

When
> Click "Sum"

Then
> Result should be 5

Product Backlog Refinement – Acceptance Criteria

You can leverage AI to generate Acceptance Criteria for PBIs.

Copy this prompt, paste it into an AI system like ChatGPT, fill in the brackets with the specific data of your PBI, and create a draft version of the Acceptance Criteria and then tune it:

*We are building **[your product high-level concept]**.*
*One of the features of this product is **[your feature]**. Create Acceptance Criteria for this feature based on the Gherkin language with the Given-When-Then (GWT) format and show the result in a table with these columns: Scenario Title, Given, When, Then.*

This is an example prompt to create Acceptance Criteria for a feature of an online banking system. See the result on the next page:

We are building an online banking system.
One of the features of this product is that a user can transfer money from one bank account to someone else's bank account. Create Acceptance Criteria for this feature based on the Gherkin language with the Given-When-Then (GWT) format and show the result in a table with these columns: Scenario Title, Given, When, Then.

Product Backlog Refinement – Acceptance Criteria

Scenario Title	Given	When	Then
Successful transfer to saved beneficiary	I am logged into my online banking account, I have a saved beneficiary "Jane Smith" with account #987654321, And my checking account balance is at least $500.	I transfer $250 from my checking account to beneficiary "Jane Smith".	The transfer is processed successfully, My checking account balance is reduced by $250, I see a confirmation message with reference #TRX-2024-789, And I receive an email confirmation.
Attempt transfer with insufficient funds	I am logged into my online banking account, And my checking account balance is $100.	I attempt to transfer $200 to any beneficiary account.	The system prevents the transfer, I see the error: "Insufficient funds. Your available balance is $100.00", And my account balance remains unchanged.
Transfer exceeds daily limit	I am logged into my online banking account, My account has a $1,000 daily transfer limit, And I have already transferred $900 today.	I attempt to transfer $150 to a beneficiary.	The system prevents the transfer, I see the error: "Transfer would exceed your daily limit of $1,000. You have $100 remaining today."
Immediate transfer between own accounts	I am logged into my online banking account, I have a checking account with $2,000 balance, And I have a savings account.	I transfer $750 from my checking to my savings account.	The transfer completes immediately, My checking balance is $1,250, My savings balance increases by $750, And both accounts show the transaction.
Schedule a future-dated transfer	I am logged into my online banking account, And I have sufficient funds in my checking account.	I schedule a transfer of $300 to a beneficiary for next Friday's date.	The transfer is scheduled successfully, I see a confirmation: "Transfer of $300 scheduled for [date]", The funds remain in my account until the scheduled date.
Cancel a scheduled transfer	I am logged into my online banking account, And I have a transfer scheduled for tomorrow.	I cancel the scheduled transfer from my pending transactions.	The transfer is removed from scheduled transactions, I see: "Scheduled transfer has been canceled", And the funds remain available in my account.
Validate invalid account details	I am logged into my online banking account.	I enter an invalid account number (only 5 digits) for a new transfer.	The system shows: "Invalid account number. Please enter a valid 9-12 digit account number", And the "Continue" button remains disabled.
Transfer with exact balance	I am logged into my online banking account, And my checking account balance is exactly $150.	I transfer $150 to a beneficiary (my entire balance).	The transfer is processed successfully, My checking account balance becomes $0.00, And I receive a confirmation.
Business day vs. weekend transfer	I am logged into my online banking account, And today is Friday afternoon.	I initiate a standard transfer (not instant) to another bank.	The system displays: "This transfer will be processed on the next business day (Monday)", And the expected completion date shows as Monday.

A draft suggestion of a Sprint Goal

It is better to bring a draft suggestion of the Sprint Goal to the Sprint Planning. It pushes the Product Owner to order PBIs on top of the Product Backlog in a way that they follow a shared objective, making the Product Backlog actionable.

Copy this prompt, paste it into an AI system like ChatGPT, fill in the brackets with the specific data of your product, and use the result as the draft suggestion of your Sprint Goal:

*We use **[Sprint duration like two-week]** Sprints to build **[Your Product].** The Product Vision is to **[Your Product Vision].** We use **[Product Goal duration like quarterly]** Product Goals as the mid-term goals. The current Product Goal is to **[Your current Product Goal].** This is the **[Sprint number like first]** Sprint of the current Product Goal. So, break down the current Product Goal into smaller short-term goals and use them as the base to create a Sprint Goal for the **[Sprint number]** Sprint aligned with the Product Vision and the current Product Goal through the FOCUS model as follows:*
Fun: come up with a memorable title and try to inject an element of fun.
Outcome-oriented: The goal should achieve a common understanding of what you are trying to accomplish.
Collaborative: The whole Scrum Team creates the Sprint Goal together.
Ultimate: The Sprint Goal should include a why, the ultimate reason behind what we are trying to achieve.
Singular: The Sprint Goal should consist of a single common objective instead of multiple competing objectives.

Definition of Done

The DoD is the shared clear understanding of what Done means. The more stringent the Definition of Done, the more quality product. It should include expectations from the following 6 main categories:

Process Expectations	Technical Expectations
Delivery Expectations	Industry Standards
Organization Expectations	Non-Functional Requirements

Definition of Done

Product: _____
Version: 1.0   Date: 2026/01/01

- [✓] The PBI has passed all the Acceptance Criteria expectations
- [ ] The PBI has been integrated with other components
- [ ] Regulatory compliance
- [ ] Security test has been passed
- [ ] Works in various devices desktop, mobile, tablet (Responsiveness)
- [ ] Help documentation has been updated
- [ ] ...

Definition of Done

You can leverage AI to create and enhance your Definition of Done.

Copy this prompt, paste it into an AI system like ChatGPT, fill in the brackets with the specific data of your product and create the Definition of Done:

*We are building an application for **[The high-level concept of your Product].** The product name is **[Your Product name].***
The Definition of Done is the common shared understanding of the criteria that must be met for an Increment to be considered complete. It is the commitment of the Increment artifact to enhancing transparency and focus.
*Create a Definition of Done document containing all required expectations for the **[Your Product name]** product.*
The Definition of Done should be like a checklist including the following main categories of expectations:
1- Process expectations
2- Technical expectations
3- Delivery expectations
4- Industry standards & expectations
5- Organization expectations
6- Non-Functional Requirements

2 During Sprint Planning
Build a reliable plan for the Sprint

Make AI your **Meeting Intelligent Assistant**. To do so, use an AI meeting note-taker. The following tools are good options:
(They are easily integrated with your communication tools like MS Teams, Zoom, ...)

Fireflies.ai   **Otter.ai**   **Tactiq.io**

They silently work in the background to take notes of the meeting.

During Sprint Planning
Build a reliable plan for the Sprint

The quality of your Sprint Planning heavily depends on how well you have prepared yourself before the meeting. In the Sprint Planning, you answer three questions recursively until you create the Sprint Backlog:

1: Why

Define a Sprint Goal

2: What

Analyze, evaluate, and select PBIs for the Sprint

3: How

Decompose enough work into actionable plan

* Source: Scrum.org

Sprint Backlog (Sprint Goal + Selected PBIs + Plan)

2 During Sprint Planning
Build a reliable plan for the Sprint

Use two screens in your Sprint Planning as follows:

Task Management

Tool Screen
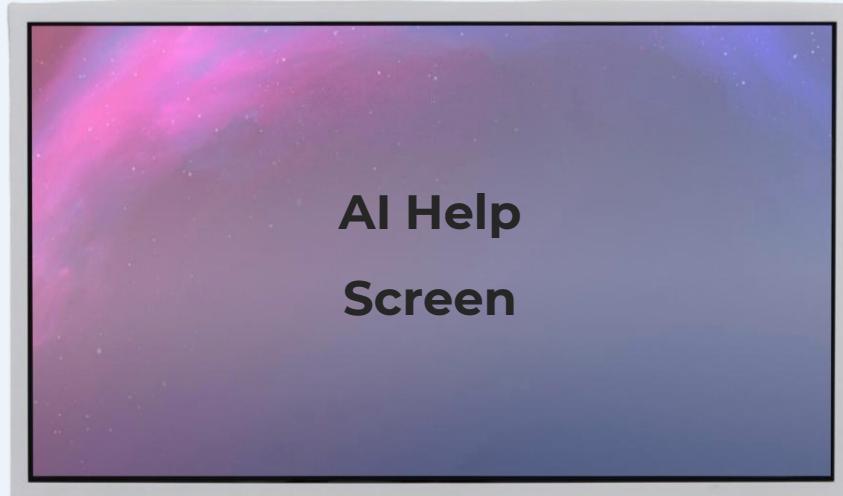
AI Help

Screen

*** On the AI Help screen, you can ask AI to help you better understand PBIs, estimate them, decompose them into smaller tasks, etc.

During Sprint Planning
Build a reliable plan for the Sprint

Why: Sprint Goal

By answering Why, you create your Sprint Goal. In the previous section, you learned how to leverage AI to create a draft suggestion of the Sprint Goal. In the Sprint Planning, you finalize the Sprint Goal with the final conversation in the team.

2 During Sprint Planning
Build a reliable plan for the Sprint

What: Selected Product Backlog Items

In this step, you discuss the PBIs from the top of the Product Backlog one by one to understand them. Then estimate them to see if they fit your capacity for the Sprint. Then drag them to the Sprint Backlog.

For estimation, you can use general LLM AI systems like ChatGPT, Google Gemini, Deepseek, etc., or a specific AI tool like Taskade.

Taskade

It helps Scrum Teams generate reliable task estimates quickly, enhancing accuracy and saving time.

Visit

How: Plan or Tasks

In this step, you breakdown your PBI into small tasks of one day or less.

For creating tasks, you can use general LLM AI systems like ChatGPT, Google Gemini, Deepseek, etc., or an AI tool like Miro AI.

As an example, I used Miro AI to decompose a user story into small tasks. The prompt is:

Breakdown the following user story into some small executable tasks:
As a bank account holder, I want to transfer money from one bank account to someone else's bank account, so I can manage my financial transactions.

User Story: As a bank account holder, I want to transfer money from one bank account to someone else's bank account, so I can manage my financial transactions.

Implement user authentication to ensure secure access to the bank account.

Develop functionality to validate the recipient's bank account details before transfer.

Create input field for transfer amount and validate it against user account balance.

Ensure transaction history is updated and recorded for future reference.

Implement error handling scenarios for common issues like invalid account details.

Implement balance verification to ensure sufficient funds are available for transfer.

Develop transaction processing logic to execute the money transfer securely.

Set up confirmation and notification system to inform users of successful transactions.

Integrate security measures to protect transaction data and prevent fraud.

Final Result: Sprint Backlog

At the end of Sprint Planning, you should have created your Sprint Backlog with the following shape:

Sprint Backlog

Sprint Goal: _Lorem Ipsum_ _____

Forecast	To Do	In Progress	Done
PBI			
PBI			
PBI			
PBI			
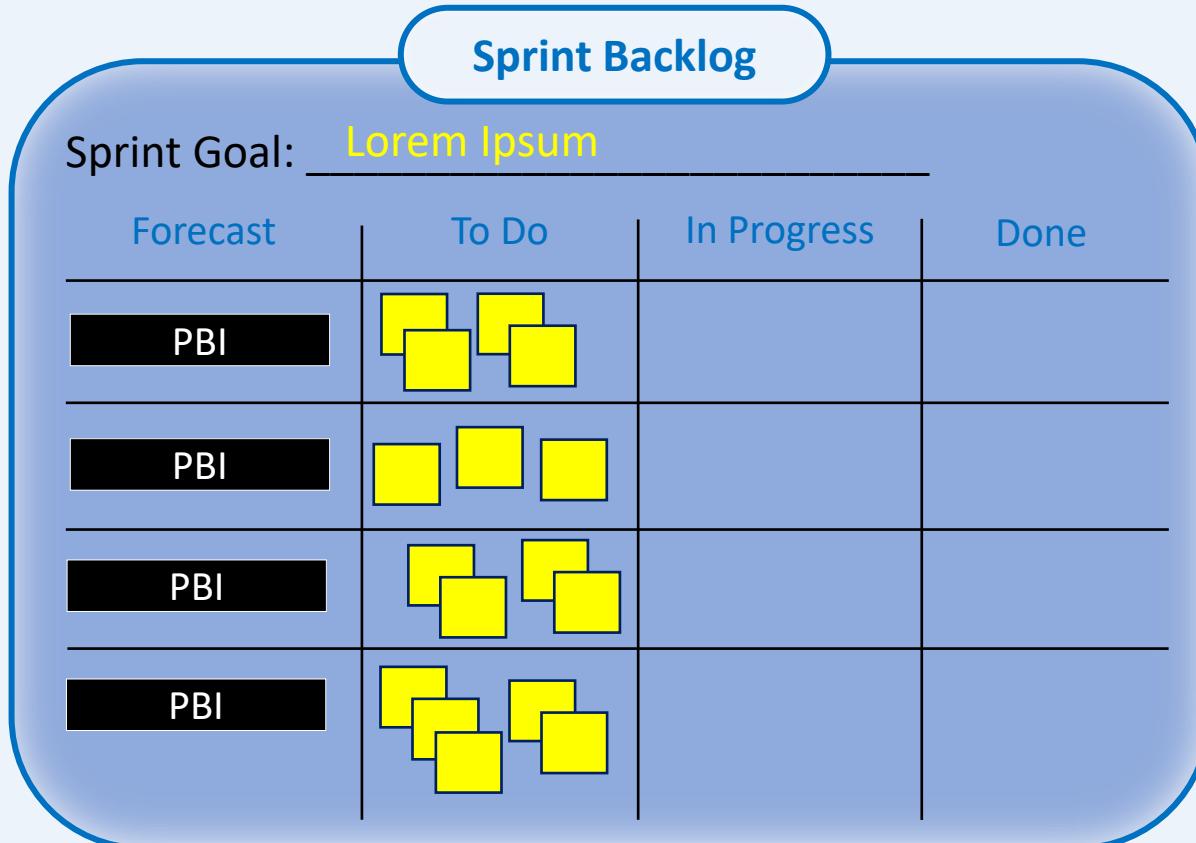
3 After Sprint Planning
Start your Sprint with a clear actionable plan

Setup your AI meeting note-taker to do the following things:

A **Create a draft of an email to stakeholders to inform them what the Sprint Goal of this Sprint is and what PBIs will be implemented. Then formally invite them to the Sprint Review right after the Sprint Planning. It strongly signals to them that you are professional and committed to achieving their satisfaction.**

B **Do sentiment analysis of the Sprint Planning and create input for the Sprint Retrospective if needed.**

C **Create a summary of the Sprint Planning for the team.**

Professional Scrum Product Owner™ – AI Essentials

Now, it is decision time. If you want to go further and become a true AI-aware Product Pro, join my upcoming Scrum.org official **PSPO-AI Essentials** class.

Enroll Now

Quick Reminder

Daily Scrum Is

- ✓ A formal opportunity for in-time inspection & adaptation
- ✓ Just for Developers (to get aligned)
- ✓ Inspecting the progress toward the Sprint Goal
- ✓ Creating an actionable plan for the next day
- ✓ Identifying impediments
- ✓ 15-minute timebox

Daily Scrum Is NOT

- ✓ A status meeting
- ✓ A problem-solving meeting
- ✓ For the Product Owner and Scrum Master
- ✓ Mandatory for Developers to stand up

Daily Scrum is an alignment session to increase the likelihood of achieving the Sprint Goal.

Without a Sprint Goal, the Daily Scrum is pointless
Here is how to use AI to create a Sprint Goal

Copy this prompt, paste it into an AI system like ChatGPT, fill in the brackets with the specific data of your product, and use the result as the draft version of your Sprint Goal:

*We use **[Sprint duration like two-week]** Sprints to build **[Your Product]**. The Product Vision is to **[Your Product Vision]**. We use **[Product Goal duration like quarterly]** Product Goals as the mid-term goals. The current Product Goal is to **[Your current Product Goal]**. This is the **[Sprint number like first]** Sprint of the current Product Goal. So, break down the current Product Goal into smaller short-term goals and use them as the base to create a Sprint Goal for the **[Sprint number]** Sprint aligned with the Product Vision and the current Product Goal through the FOCUS model as follows:*
Fun: come up with a memorable title and try to inject an element of fun.
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AI enhances your
Daily Scrum in
3 stages

1
Before
Daily Scrum

2
During
Daily Scrum

3
After
Daily Scrum

1 Before Daily Scrum

Get prepared for a great alignment session

Use AI to analyze your task management tools like Jira, Azure DevOps, etc. + your team communication tools like Slack, MS Teams, etc. to create your desired insights of the previous day, giving you input for today's Daily Scrum, including:

- Stories stuck too long

- Work-in-progress violations

- Unplanned work (bugs, urgent requests, …)

- Any blocker

- Team sentiment

- The likelihood of achieving the Sprint Goal

- …

Result: The team walks into the Daily Scrum already aware of where inspection is needed, saving time and making it more effective.

How ?!

Before Daily Scrum

Get prepared for a great alignment session

To prepare the team for the AI-enhanced Daily Scrums, you need to setup three things:

1. **Create a channel/group to add and collect the generated insights (e.g., Slack channel, MS Teams group, ...)**

Search Professional Scrum Trainers

⭐ 🔒 **daily-scrum**

💬 **Messages**   📝 Untitled   ➕

Today ⌄

Mehdi Hoseini 12:05 PM
joined daily-scrum.

Mehdi Hoseini 12:05 PM
Hi there

This is a channel for collecting AI-generated insights

This helps us have more effective Daily Scrums.

Mehdi Hoseini 12:07 PM
set the channel description: This is a place to collect AI generated insights

Mehdi Hoseini 12:08 PM
renamed the channel from "daily-scrum-ai" to "daily-scrum"

Mehdi Hoseini 12:11 PM
Just let's get started with the new generation of Daily Scrums.

B I U S | 🔗 ≔ ☰ | ≣ </> ⌣

Message 🔒 daily-scrum

➕ Aa ☺ @ | ⬜ 🎤 ▢

Before Daily Scrum

Get prepared for a great alignment session

2. Create an AI Agent to communicate with your task management tools (Jira, Azure DevOps, …)

Schedule to run your AI Agent 10 minutes before the Daily Scrum each day to identify all changes over the past day, generate required insights, and add them to the Daily Scrum channel.
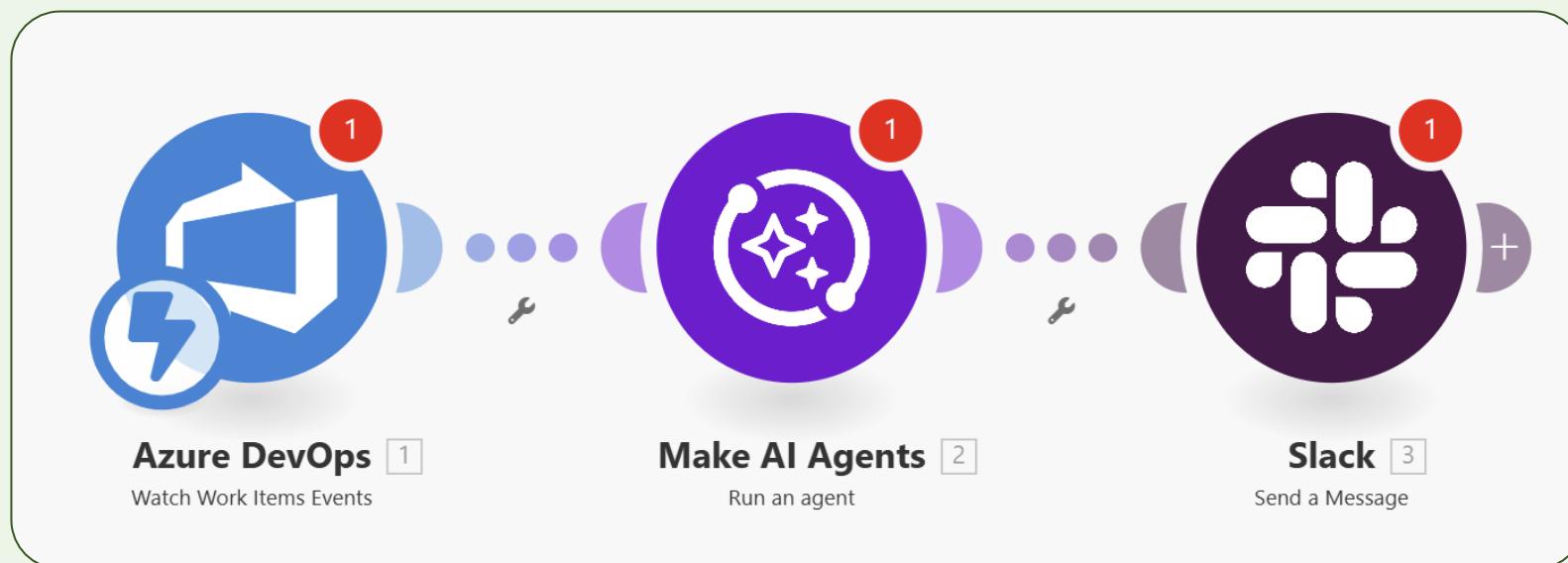
Azure DevOps 1
Watch Work Items Events

Make AI Agents 2
Run an agent

Slack 3
Send a Message

*** You can use Make.com, n8n, Zapier, etc. to create your AI Agents.

My recommendation is Make.com, which is simple and user-friendly.

3. Create an AI Agent to connect with your communication tools (Slack, MS Teams, ...)

Schedule to run your AI Agent 10 minutes before the Daily Scrum each day to go through all the conversations over the past day, generate required insights, and add them to the Daily Scrum channel.
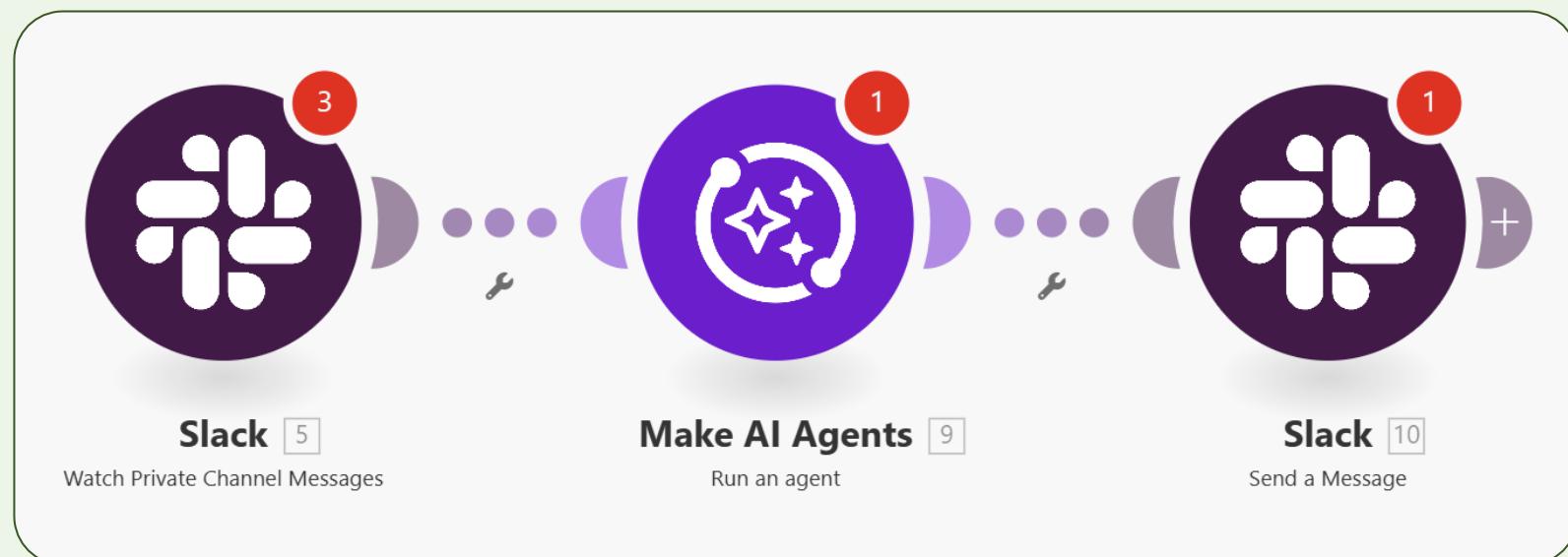
2 During Daily Scrum
Experience the true inspection and adaptation

Make AI your **Meeting Intelligent Assistant**. To do so, use an AI meeting note-taker. The following tools are good options:
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Tactiq.io

They silently work in the background to take notes of the Daily Scrum.

2 During Daily Scrum
Experience the true inspection and adaptation

Use two screens in your Daily Scrum as follows:

Sprint Board

Screen
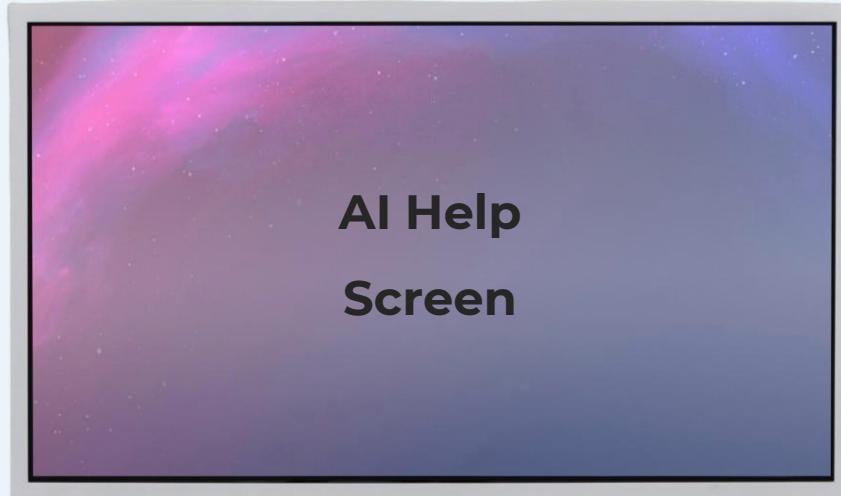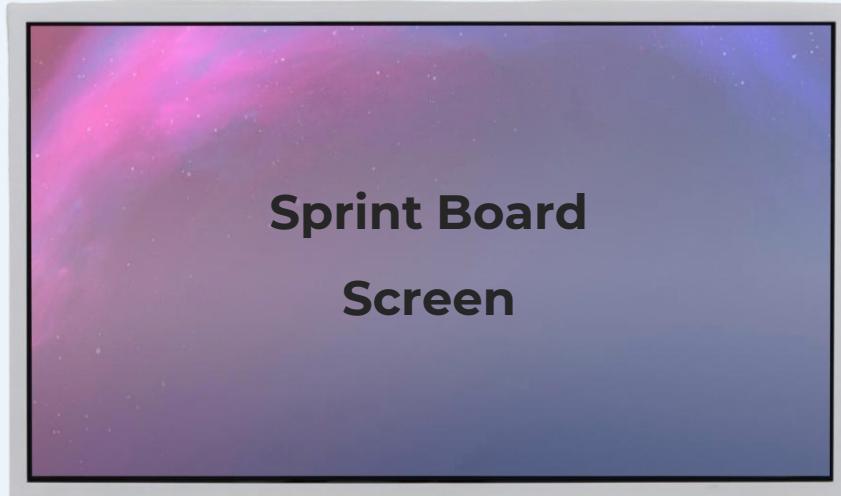
AI Help

Screen

*** On the AI Help screen, you can access all AI inputs, including the Daily Scrum channel for AI-generated insights, in-meeting AI-generated alerts and flags, and more.

2 During Daily Scrum
Experience the true inspection and adaptation

Daily Scrum happens in two parallel lines.

Line 1: Team

1- The team checks the insights of the past day generated just before the meeting by AI.

2- The team starts the conversation around inspecting the progress toward the Sprint Goal.

3- The team makes an actionable plan for today to maximize the likelihood of achieving the Sprint Goal.

4- The team shares the blockers and impediments and defines how it wants to deal with them.

Line 2: AI Assistant

Your AI assistant helps you by giving in-time alerts:

- **Alert the team to return to the Sprint Goal**
- **Flag when the team drifts into problem-solving**
- **Flag repeated blockers**
- **Gently alert when someone exceeds their time**
- **Alert when the event timebox is over**

Your conversations in the Daily Scrum should shift from activity reporting to Sprint Goal-oriented inspection.

3 After Daily Scrum
Start your day with a clear actionable plan

Setup your AI meeting note-taker and AI Agents to do the following things:

A **Create a summary of the Daily Scrum**

B **List the blockers and how the team wants to deal with them**

C **List the decisions for the day made in the Daily Scrum**

D **Informing the Scrum Master about the impediments**

D **Set separate meetings to solve announced problems and invite team members (for this item, you need to setup an AI Agent)**

Sprint-level AI Insights

Scrum Masters can leverage the following Sprint-level AI-generated insights for the **Sprint Retrospectives**, **private coaching conversations**, and **adjusting team agreements**:

- ✔ Recurring blockers and impediments
- ✔ Stories that frequently spill over from one Sprint to the next Sprint
- ✔ Daily Scrums drifting into status meetings
- ✔ Daily Scrums drifting into problem-solving
- ✔ Stories repeatedly announced as "almost done"
- ✔ Same people always reporting blockers
- ✔ Who speaks most/least
- ✔ Whether updates are task-based vs. goal-based
- ✔ The positivity level of the Daily Scrums
- ✔ Adherence to the event timebox

Definition of a "Good" AI-enhanced Daily Scrum

➤ Sprint Goal is the center of conversation

➤ Produces a clear, actionable plan for today

➤ Insights are generated and used

➤ Team members get in-time alerts

➤ Blockers are visible

➤ Is positive, productive, and ends early or on time

➤ Team leaves knowing exactly what to do next

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Quick Reminder

Sprint Review Is

- ✓ Getting feedback from stakeholders about the Increment
- ✓ Inspecting progress toward the Product Goal
- ✓ A place to collaborate with key stakeholders
- ✓ Adapting the Product Backlog
- ✓ Reminding the vision and Product Goal
- ✓ Checking the latest changes in the market
- ✓ Reviewing the timeline, budget, risks, and the next release

Sprint Review Is NOT

- ✓ A demo session
- ✓ A PowerPoint presentation session
- ✓ A place for Developers to deliver the work to the Product Owner
- ✓ A technical session
- ✓ A place to promote and sell the product
- ✓ A status meeting for managers

Sprint Review is an alignment session with stakeholders to increase the likelihood of achieving the Product Goal.

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Sprint Review in
3 stages

1
Before
Sprint Review

**2**
During
Sprint Review

3
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Sprint Review

1 Before Sprint Review

Get prepared for a great alignment with stakeholders

You need to prepare several inputs to bring into your Sprint Review.
For most of them, AI can help you a lot.
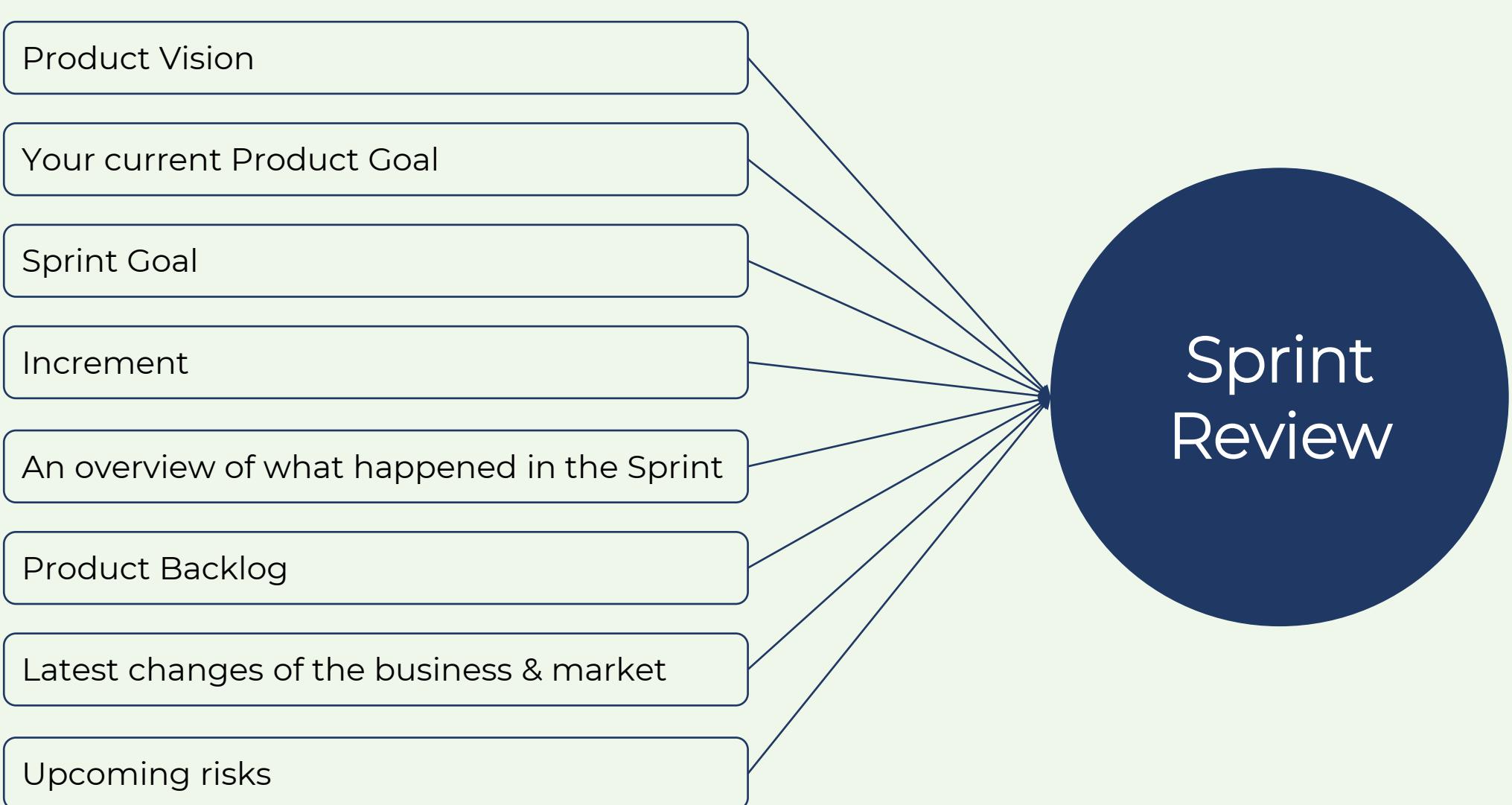
Product Vision

Your current Product Goal

Sprint Goal

Increment

An overview of what happened in the Sprint

Product Backlog

Latest changes of the business & market

Upcoming risks

Sprint Review

Product Vision

It is the ultimate state of the product or North Star. You can leverage AI to create a short, compelling Product Vision video. I recommend creating a one-minute video. Then you can play it at the beginning of Sprint Reviews to rewire the minds of the participants about the high-level direction of the product. See this sample and the required steps to create it:

Step 1: Write down the main concept of your Product Vision.

Step 2: Ask an LLM tool (like Gemini) to create a scenario script for your vision video.

Step 3: Create a video for each scene of your vision (5-10 seconds) with an AI-generating video tool like Freepik.

Step 4: Give the narrator text to the ElevenLabs tool, choose a good voice, and download the result.

Step 5: Add all these materials to Camtasia tool to mix them and create the final result.

Watch Video

Invite Key Stakeholders

Two days before the Sprint Review, send an official invitation to key stakeholders to attend. Bear in mind, you don't need to invite all stakeholders, just key stakeholders. Those for which at least one part of the Increment is related to them. You can leverage an LLM AI system like ChatGPT to create the draft of that email. See this example:

Dear Stakeholders

Subject: Invitation to the Sprint Review (2026Q1-S2)

We are pleased to invite you to our upcoming Sprint Review, which will be held on Friday, 30 Jan 2026, at 9:00 – 11:00 in Room A to get your feedback.

At the beginning of the current Sprint, we informed you about the scope of the Sprint and the Sprint Goal. Now, we implemented them and learned a lot.

Your feedback and collaboration are a huge help for us to take the right step for the next Sprint.

To help you prepare, please review the following materials in advance:
Product Vision, Current Product Goal, Sprint Goal, Selected Product Backlog Items.

Best Regards
Scrum Team

1 Before Sprint Review

Get prepared for a great alignment with stakeholders

Welcome Video

Use AI to create a welcome video that you will play at the beginning of the Sprint Review. Keep it short, like 2-3 minutes. It should include the following sections.

- Product Vison
- Current Product Goal
- Sprint Goal
- An overview of The Sprint & Increment

Playing the welcome video, immediately changes the vibe of the Sprint Review.

Preparation is a magical word. Come to the Sprint Review with complete preparation.
You will see how impactful it is.
You can use the following Avatar-based AI-generating video tools to create your welcome video:

synthesia   **HeyGen**

Make your Increment live on Staging

The best quality feedback comes out when you prepare an environment where stakeholders can directly work with and try the Increment. So, publish your Increment on Staging and give access to stakeholders to personally try it in the Sprint Review. This is a great policy to prevent you from giving a one-way presentation or a demo.

❌ ~~PowerPoint~~

❌ ~~Demo~~

Stakeholders personally work with the Increment.

1 Before Sprint Review

Get prepared for a great alignment with stakeholders

Latest changes of the business & market

Use an AI tool like NotebookLM to collect and process the latest news, articles, forums feed, etc. of your industry and create a high-level insight report. Bring it to the Sprint Review to share it with your stakeholders.

NotebookLM

2 During Sprint Review
Create a great place for collaboration

Agenda

Share the agenda of the Sprint Review to help you have a robust, cohesive event. It should be like a checklist that you go through one by one. See this example:

Sprint Review Agenda

Sprint: _____
Date: _____

- ☐ Playing the welcome video
- ☐ Inspecting progress toward the Product Goal
- ☐ Sharing the Sprint Goal status
- ☐ Sharing an overview of the Sprint
- ☐ Time for stakeholders to work with the Increment and personally try it
- ☐ Collaboration to get feedback
- ☐ Reviewing the market changes
- ☐ Reviewing the timeline, budget, risks, and the next release
- ☐ Collaboration on what to do next
- ☐ Adjusting the Product Backlog

2 During Sprint Review
Create a great place for collaboration

Make AI your **Meeting Intelligent Assistant**. To do so, use an AI meeting note-taker. The following tools are good options:
(They are easily integrated with your communication tools like MS Teams, Zoom, ...)

Fireflies.ai

Otter.ai

Tactiq.io

They silently work in the background to take notes of the meeting.

*** Inform stakeholders that you are transcribing the meeting with an AI tool.

Respect their right to be aware of it.

2 During Sprint Review
Create a great place for collaboration

Use two screens in your Sprint Review as follows:

Collaboration

Screen
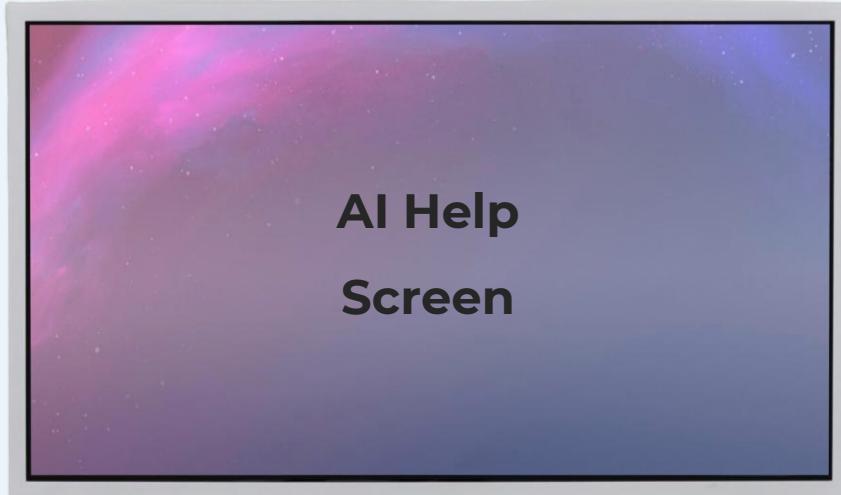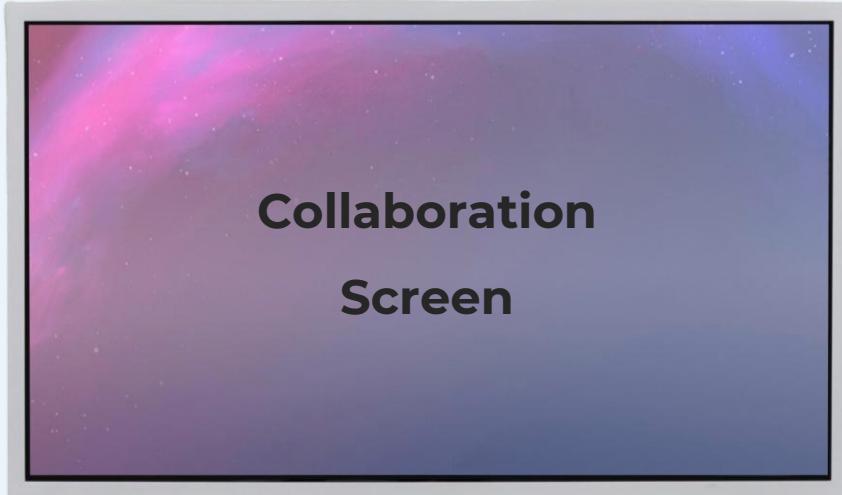
AI Help

Screen

*** On the AI Help screen, you can ask AI to help you with generating insights from the product usage data, and have smart Q&A, etc.

Smart Q&A

Create an AI Agent that listens to questions and instantly surfaces relevant documentation, previous decisions, or related user stories to provide instant, contextual answers on the AI Help Screen.
Connect your AI Agent with your meeting note-taker (Fireflies, ...) to get the questions and connect it to your data sources (Azure DevOps, Jira, ...) and finally generate answers and add them to your communication tools (Slack, MS Teams, ...).
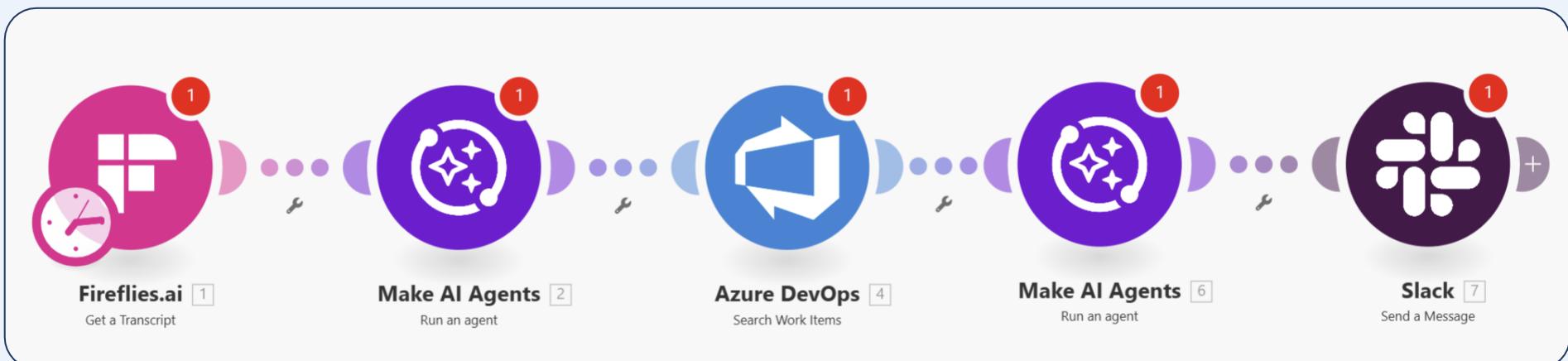
Fireflies.ai 1	Make AI Agents 2	Azure DevOps 4	Make AI Agents 6	Slack 7
Get a Transcript	Run an agent	Search Work Items	Run an agent	Send a Message

*** You can use Make.com, n8n, Zapier, etc. to create your AI Agents.

My recommendation is Make.com, which is simple and user-friendly.

3 After Sprint Review
Wrap up and get prepared for the next Sprint

Setup your AI meeting note-taker to do the following things:

A Create a draft of an email to stakeholders to share a summary of the meeting, action items, decisions, and new PBIs.

B Do sentiment analysis of the Sprint Review and create input for the Sprint Retrospective if needed.

C Create a list of new user stories that emerged during the Sprint Review.

D Categorizing feedback into themes like value gaps, UX issues, new opportunities, ...

Writing Release Notes

Based on the decisions that you made with stakeholders in the Sprint Review, you can tag PBIs with a "Release Candidate" tag. Then use AI to draft the Release Notes for the upcoming release. One of the great ways is User-Facing (User-Centric) Release Notes.

This approach describes changes from the user's point of view, focusing on outcomes rather than implementation. Every item explains how the product behaves differently and what new value is now available. Technical details, internal refactoring, and architectural changes are intentionally excluded unless they directly affect users. See this example:

Release 2.4.0 — December 20, 2025

New
- *You can now set shared deadlines for tasks so everyone on the team stays aligned on timelines.*

Improved
- *Project lists now load noticeably faster, helping you move between projects with less waiting.*

Fixed
- *An issue that prevented some task notifications from being sent has been resolved.*

3 After Sprint Review
Wrap up and get prepared for the next Sprint

Writing Release Notes

You can setup an AI Agent to write the Release Notes for you, removing a lot of overhead. To do so, connect your AI Agent with your task management tool (Jira, Azure DevOps, ...) and then create a draft email of the Release Notes, ready to be sent to your users.

Jira Cloud Platform [1]
Get an Issue

Make AI Agents [2]
Run an agent

Microsoft 365 Email (Outlook) [3]
Create a Draft Email
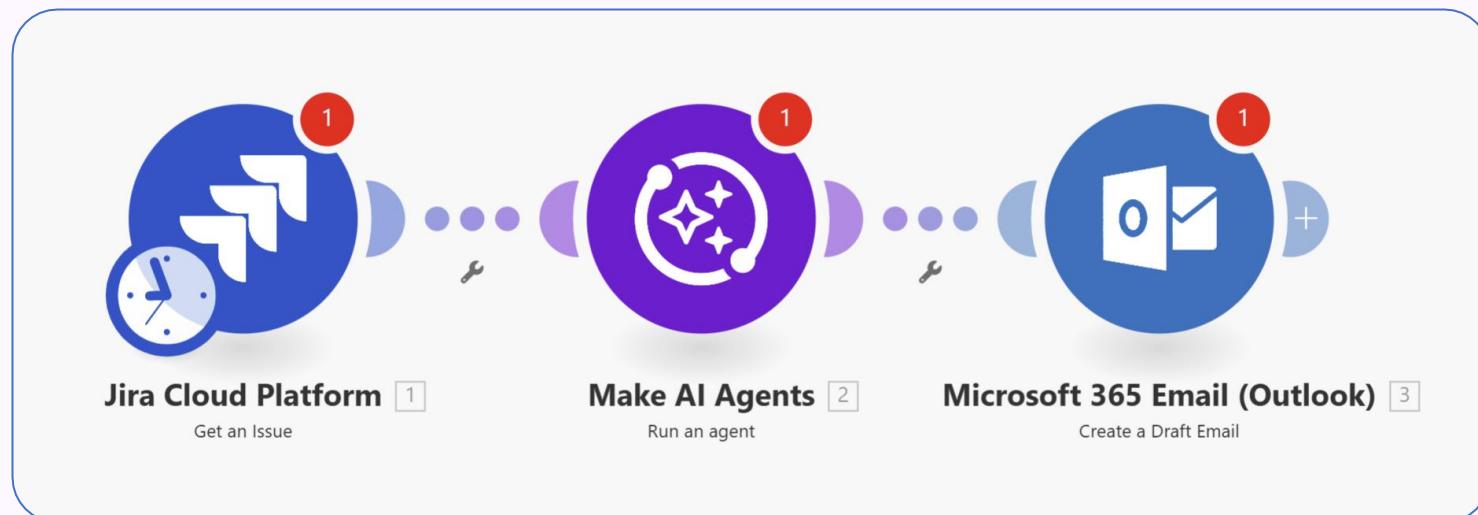
AI Insights across Sprint Reviews

Product Owners and Scrum Masters can leverage the following AI-generated insights across Sprint Reviews for the **Sprint Retrospectives**, and **improve stakeholders' engagement**.

- ✓ Stakeholders engagement metrics
- ✓ Repeated stakeholder concerns
- ✓ Spill-over causes
- ✓ Recurring absent stakeholders
- ✓ Stakeholders satisfaction trend
- ✓ Sprint Reviews drifting into a demo or promotion meeting
- ✓ Sprint Reviews drifting into a too technical meeting
- ✓ Who speaks most/least
- ✓ The positivity level of the Sprint Review
- ✓ Adherence to the event timebox

Professional Scrum Product Owner™ – AI Essentials

Now, it is decision time. If you want to go further and become a true AI-aware Product Pro, join my upcoming Scrum.org official **PSPO-AI Essentials** class.

Enroll Now

Free Guide

AI-enhanced Sprint Retrospective

A practical way to leverage AI to increase the Sprint Retrospective effectiveness.

Mehdi Hoseini (PST)

Quick Reminder

Sprint Retrospective Is

- ✓ For the whole Scrum Team members
- ✓ A place where the Scrum Team inspects itself
- ✓ A closed-door meeting
- ✓ A meeting to discuss how to increase quality and effectiveness
- ✓ A meeting to talk about 5 topics: individuals, interactions, processes, tools, and the Definition of Done
- ✓ For ensuring continuous improvement

Sprint Retrospective Is NOT

- ✓ An optional event, but mandatory
- ✓ A box-checking Scrum event
- ✓ About the Product, but the Scrum Team
- ✓ For people outside the team, like managers
- ✓ For blaming team members
- ✓ Just for discussions, but defining improvement action items
- ✓ A meeting that only the Scrum Master facilitates, others can do as well

Sprint Retrospective is a session to plan ways to increase quality and effectiveness.
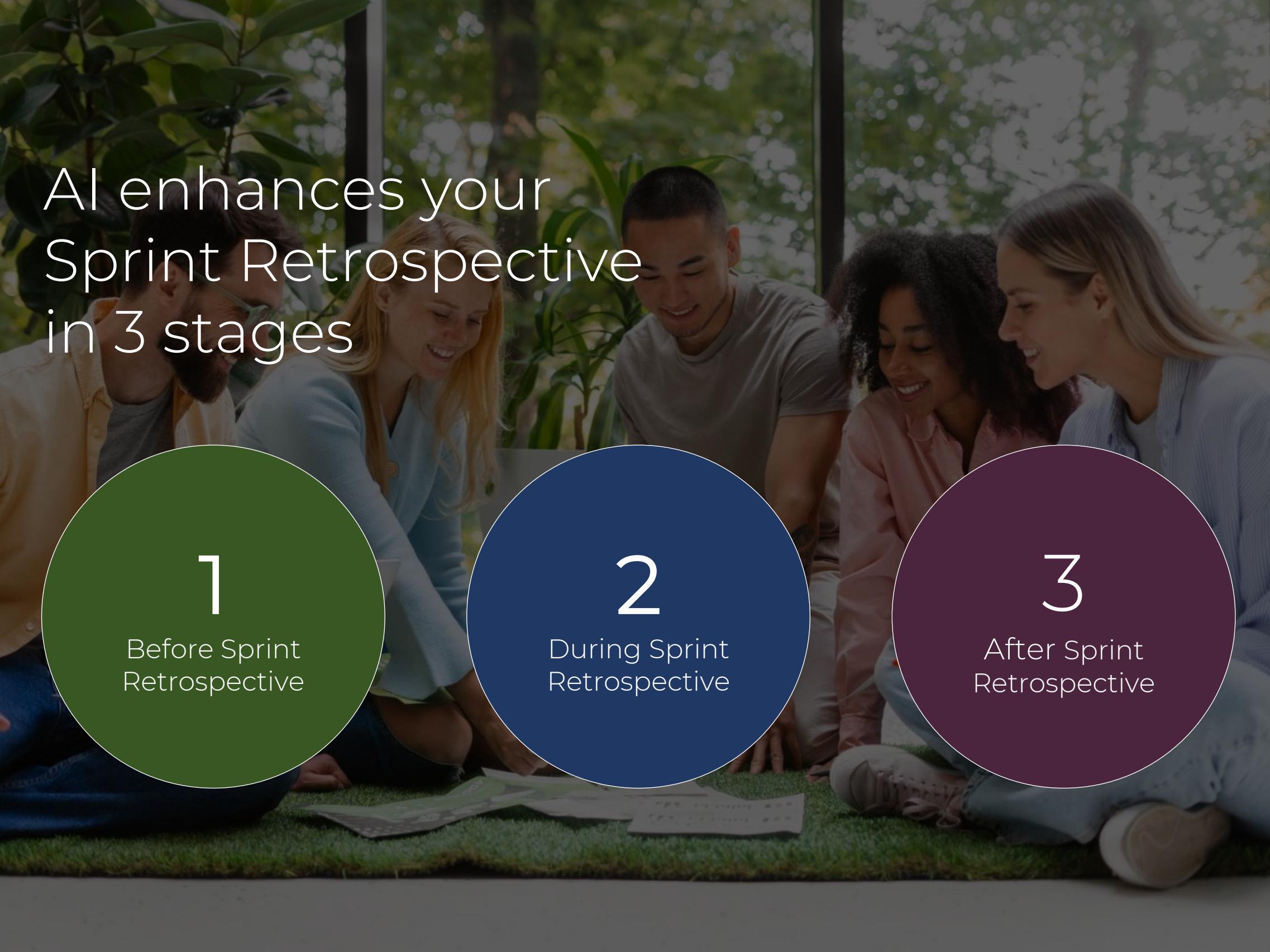
Before Sprint Retrospective

Get prepared for defining improvements

You need to prepare several inputs to bring into your Sprint Retrospective. For most of them, AI can help you a lot.

A list of Sprint concerns to discuss

Insights based on the metrics

Improvement Board

Triggers for the DoD improvement

Upcoming problems

Sprint Retrospective
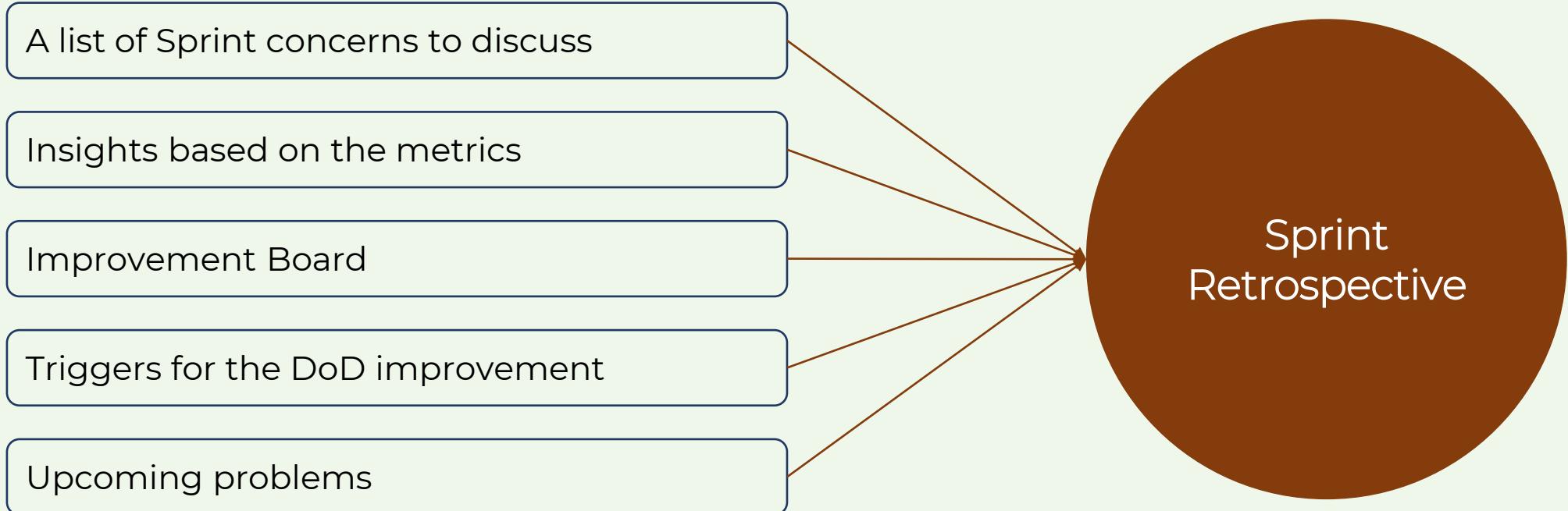
1 Before Sprint Retrospective
Get prepared for defining improvements

Use AI to analyze your task management tools like Jira, Azure DevOps, etc. + your team communication tools like Slack, MS Teams, etc. to create insights of what happened during the Sprint.

How ?!

Result: The team walks into the Sprint Retrospective already aware of where inspection is needed, saving time and making it more effective.

1 Before Sprint Retrospective
Get prepared for defining improvements

To prepare the team for the AI-enhanced Sprint Retrospective, you need to setup four things:

1. **Create a channel/group to add and collect the generated insights (e.g., Slack channel, MS Teams group, ...)**
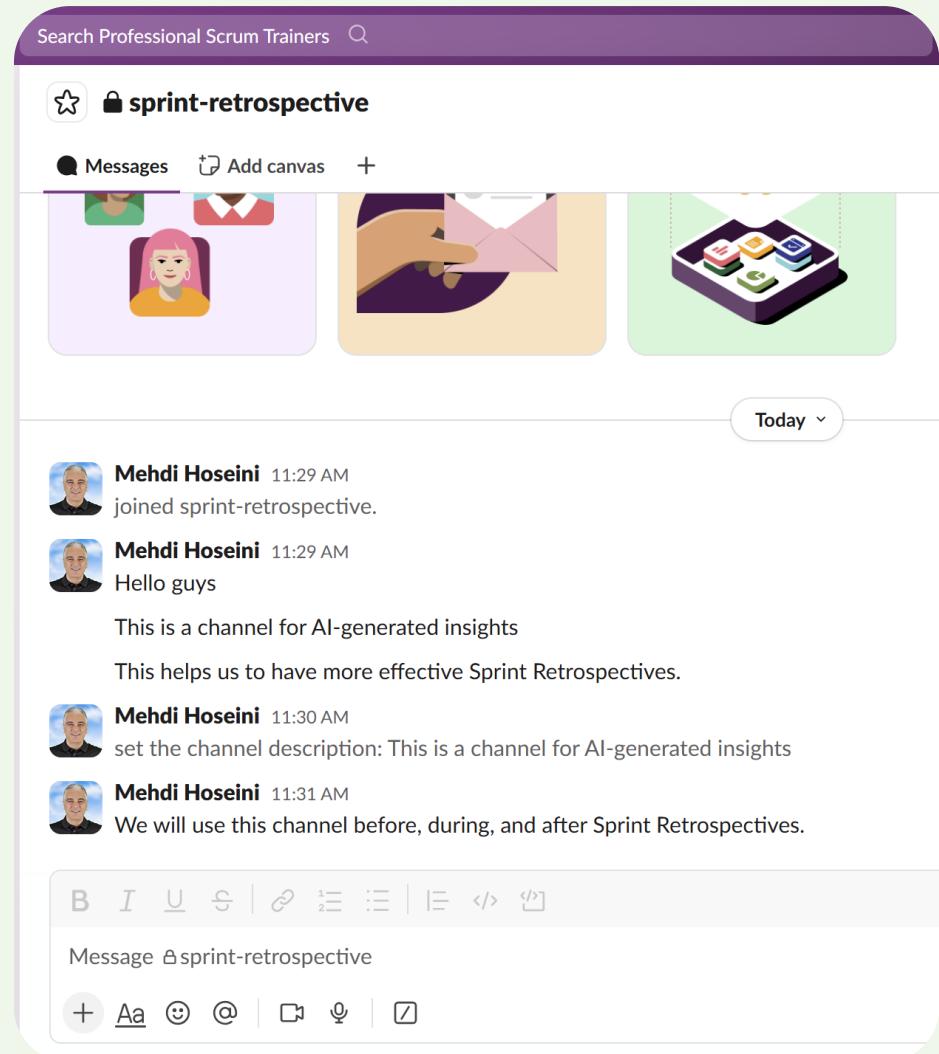
2. **Create an Improvement Board in (Trello, Miro, Mural, ...) to collect and manage your improvement items across Sprint Retrospectives.**
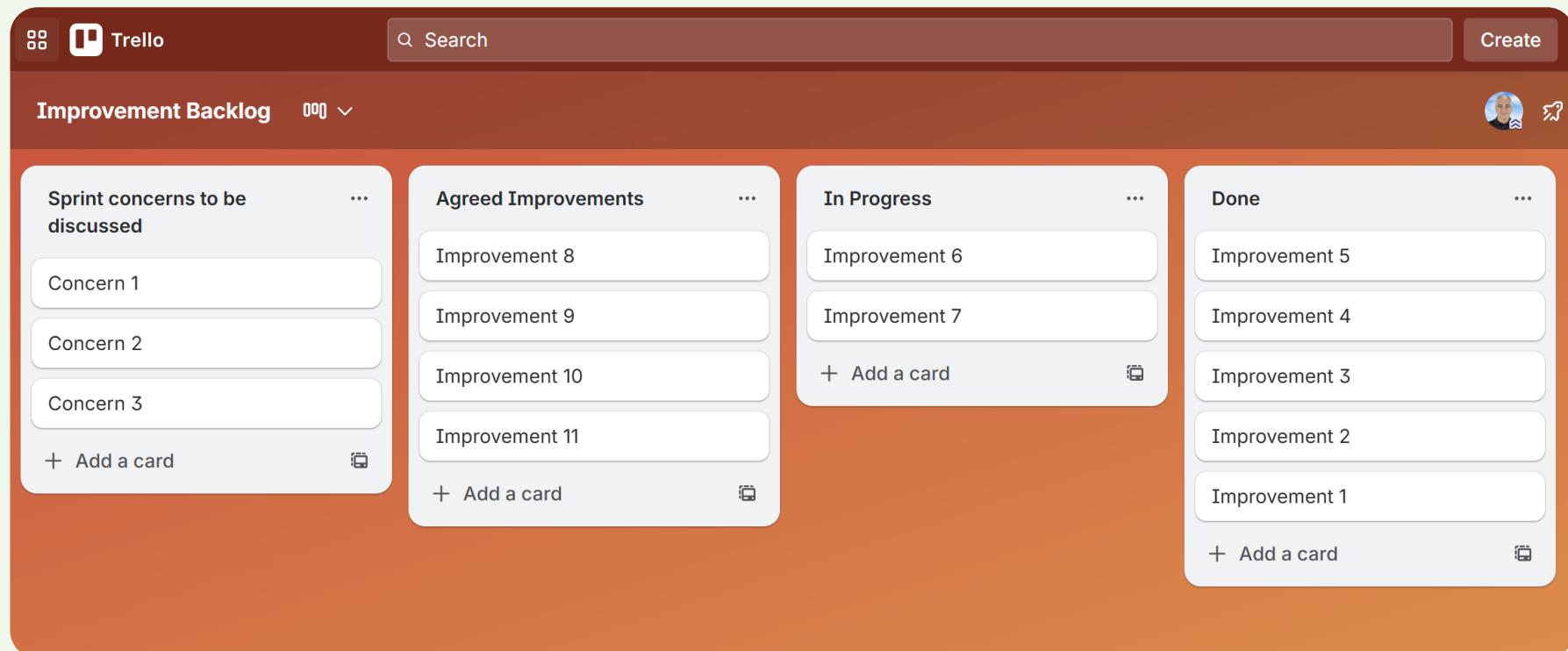
*** All team members can add their concerns during the Sprint to this board, waiting for the Sprint Retrospective to be discussed. In addition, AI can also recognize concerns from your task management and communication tools and add them to this board.

3. Create an AI Agent to connect with your communication tools (Slack, MS Teams, ...)

Schedule to run your AI Agent a few hours before the Sprint Retrospective to go through all the conversations over the Sprint, generate insights, and add them to the Sprint Retrospective channel, plus add new discovered concerns to the Improvement Backlog.
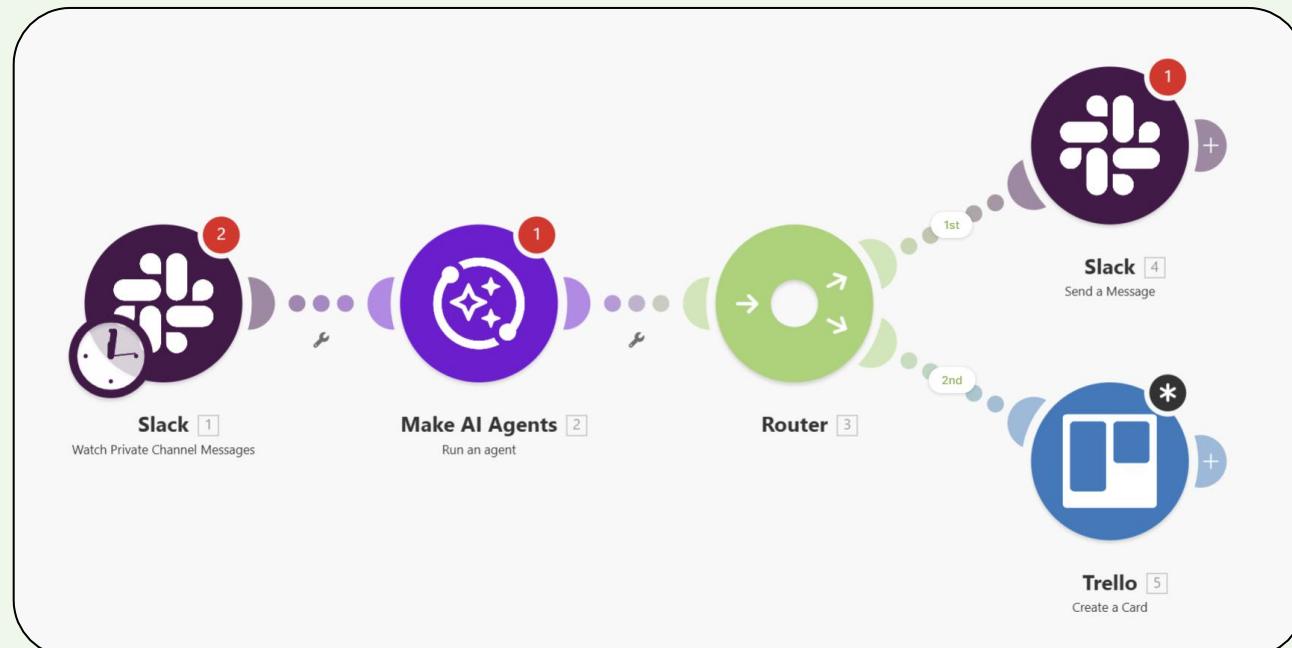
*** You can use Make.com, n8n, Zapier, etc. to create your AI Agents.

My recommendation is Make.com, which is simple and user-friendly.

4. Create an AI Agent to communicate with your task management tools (Jira, Azure DevOps, …)

Schedule to run your AI Agent a few hours before the Sprint Retrospective to generate high-level insights out of the Sprint Backlog and specific insights out of your metrics (DORA, EBM, Burndown, …), then add them to the Sprint Retrospective channel, plus add new discovered concerns to the Improvement Backlog.

Make AI your **Meeting Intelligent Assistant**. To do so, use an AI meeting note-taker. The following tools are good options:
(They are easily integrated with your communication tools like MS Teams, Zoom, ...)

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Otter.ai

Tactiq.io
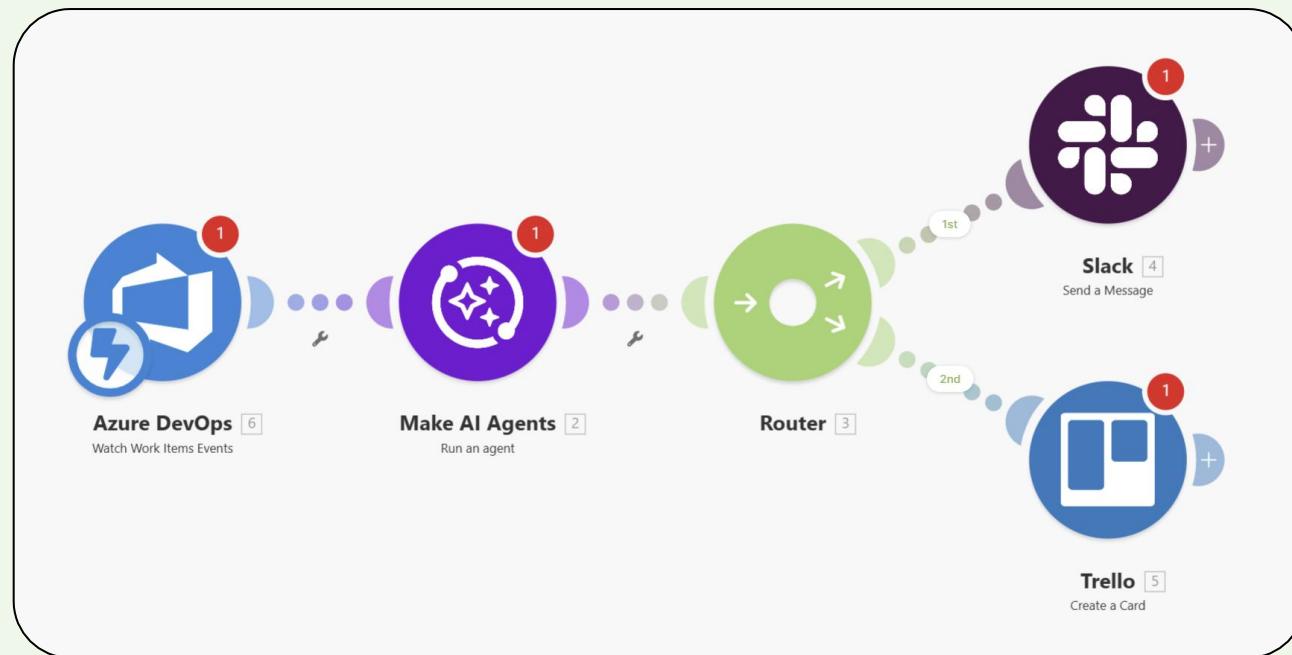
They silently work in the background to take notes of the meeting.

*** Inform team members that the meeting is being transcribed with an AI tool.

Keeping psychological safety high is a must.

2 During Sprint Retrospective
Create a great vibe for continuous improvement

Use two screens in your Sprint Retrospective as follows:

Collaboration

Screen
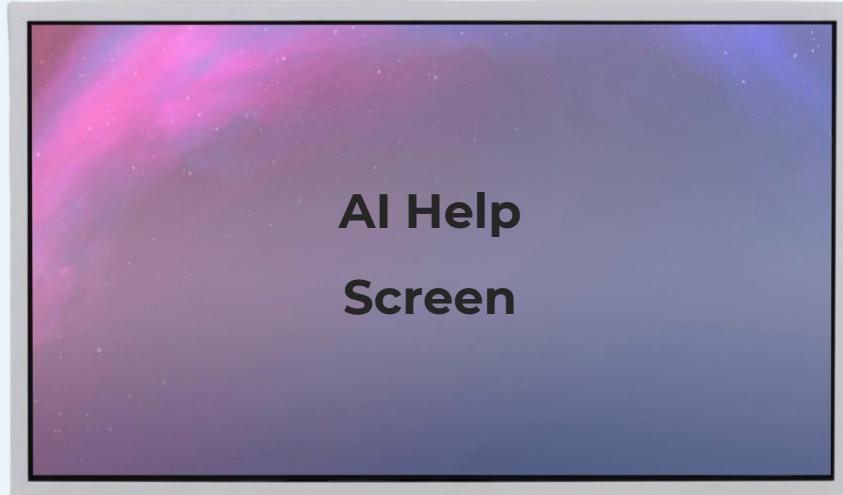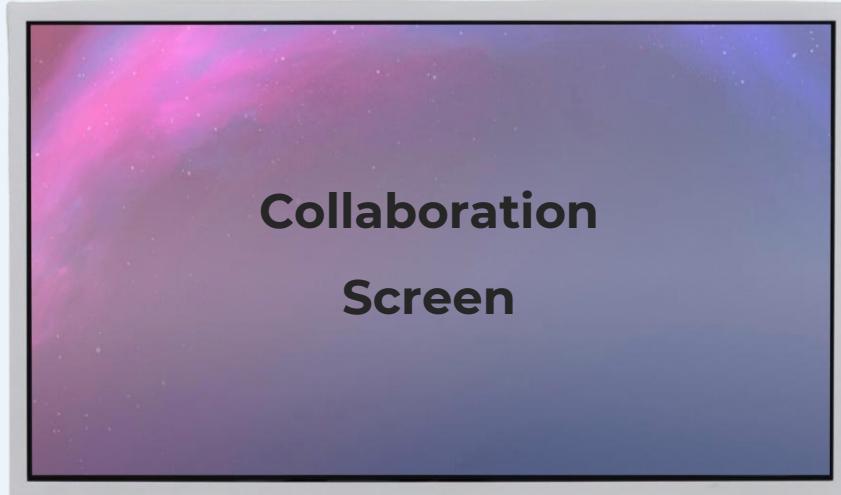
AI Help

Screen

*** On the AI Help screen, you can access all AI inputs, including the Sprint Retrospective channel for AI-generated insights, in-meeting AI-generated alerts and flags, and more.

2 During Sprint Retrospective
Create a great vibe for continuous improvement

Sprint Retrospective happens in two parallel lines.

Line 1: Team

1- The team checks the insights of the Sprint generated just before the meeting by AI.

2- The team reviews and updates the Improvement Backlog.

3- Team members share their findings and concerns.

4- The team starts the conversation around the concerns listed in the Improvement Backlog.

5- The team agrees on improvement items, how it wants to implement them, and add them to the Improvement Backlog.

Line 2: AI Assistant

1- Your AI assistant helps you by giving in-time alerts:

- **Flag when the team drifts into blaming each other**
- **Flag repeated issues from past Sprints**
- **Gently alert when someone exceeds their time**
- **Alert when the event timebox is over**

2- AI can categorize concerns into themes like interactions, processes, tools, ...

3- Idea generation on how to tackle issues.

Updating Definition of Done

The DoD is the shared clear understanding of what Done means. The more stringent the Definition of Done, the more quality product.

It is like a checklist, and there is just one DoD at the Product/Team level.

One of the topics that you can discuss in the Sprint Retrospective is updating the DoD. You can leverage AI to help you update it.

It is possible that during the Sprint, you learn something new that you need to improve the Definition of Done. Log and bring them to the Sprint Retrospective.

Definition of Done

Product: _____
Version: 1.0   Date: 2026/01/01

- [✓] The PBI has passed all the Acceptance Criteria expectations
- [ ] The PBI has been integrated with other components
- [ ] Regulatory compliance
- [ ] Security test has been passed
- [ ] Works in various devices desktop, mobile, tablet (Responsiveness)
- [ ] Help documentation has been updated
- [ ] ...

Updating Definition of Done

You can leverage AI to update and enhance your Definition of Done.

Copy this prompt, paste it into an AI system like ChatGPT, fill in the brackets with the specific data of your product and learnings to update the Definition of Done:

*We are building a product for **[The high-level concept of your Product].** The product name is **[Your Product name].***

*This is our current Definition of Done: **[current Definition of Done].***
*We have learned these items in this Sprint: **[your learnings during this Sprint].***

The Definition of Done is the common shared understanding of the criteria that must be met for an Increment to be considered complete. It is the commitment of the Increment artifact to enhancing transparency and focus.
Update the current Definition of Done based on our learnings during this Sprint.
The Definition of Done should be like a checklist, including the following main categories of expectations:
1- Process expectations
2- Technical expectations
3- Delivery expectations
4- Industry standards & expectations
5- Organization expectations
6- Non-Functional Requirements

3 After Sprint Retrospective

Wrap up and get prepared for the next Sprint

Setup your AI meeting note-taker to do the following things:

A **Create a summary of the Sprint Retrospective.**

B **Draft a message about the agreed-upon improvement items plus their owners and send it to the team members.**

C **Create a sentiment analysis to show the engagement level to the team.**

AI Insights across Sprint Retrospectives

Scrum Masters can leverage the following AI-generated insights across Sprint Retrospectives to improve the **Sprint Retrospective** itself.

- ✓ Morale trends
- ✓ Scrum Team engagement metrics
- ✓ Repeated concerns
- ✓ Spill-over issues
- ✓ Recurring absence of a team member
- ✓ Sprint Retrospectives drifting into blaming others
- ✓ Who speaks most/least
- ✓ The positivity level of the Sprint Retrospective
- ✓ Adherence to the event timebox

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