A GUIDE FOR GUESTS AND STAKEHOLDERS

You're invited to a timebox review

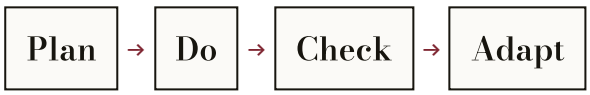
What to expect, how long it takes, and how to get the most out of it.

Thank you for joining us. Reviews are one of the most important things we do as a team, and your presence makes them better. This short guide tells you everything you need to know before you arrive.

WHEN	WHERE (ROOM OR LINK)
HOW LONG	WHO IS PRESENTING
Usually 45 to 60 minutes. Accept the calendar invite to hold the time.	

How we work

We work in short, focused timeboxes (fixed stretches of time we plan and work in; Scrum calls them sprints). We plan the timebox, do the prioritised work, then check what we made and adapt what comes next. This review is one of those check-and-adapt moments, and what you say here directly shapes what we do next.



How the session runs

01 · ..... min

Welcome

A quick word on how the session runs, then straight into the work.

02 · ..... min

Show and ask

We share the headlines and show real work, live where we can: what has been done, what is close, what is blocked, and what we want to ask you about.

03 · ..... min

Open floor

Questions, challenge and feedback. This is not a formality. It shapes what we do next.

The detail belongs in follow-up conversations after the review, so that we keep the session tight.

How to come prepared

No homework

You don't need to read anything beforehand or bring anything with you. Just show up. Curiosity is enough.

Think of your area

Some of what we show will land in your area. If you spot a connection, good or concerning, please say so there and then, or in the open floor.

Speak freely

We show real work, not polished presentations. Your questions are the test the work needs. There are no silly ones, only unasked ones.

If you can be in the room: in-person sessions have the richest conversations, so if you can make it, we'd love to see you there.