| **TO:** Scrum Team |
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| **FROM:** Scrum Master |
| **SUBJECT LINE:** |
| Dear Scrum Team,  I hope everyone is well.  We’ve completed a number of sprints and i would like to recap some of the work we had done.  Some of the key takeaways are; user testing went well, and get gathered more feedback than expected, the leaflets were designed quickly and we created a sign up portal.  We had a few roadblocks and will need to work on overcoming them with a different process such as clearer expectations for the written materials in the future.  Thank you everyone for your hard work. |