TO: Scrum Team
FROM: Scrum Master
SUBJECT LINE: Sprint Retro: Some thoughts and key takeaways

Dear Scrum Team,

Thanks again for a great Sprint and an open, constructive Retrospective. I'm sending this recap so we have a shared record of what we discussed and can carry our lessons into Sprint 2.

Overall, I'm really pleased with how much we accomplished. We delivered all the top-priority *Plant Care Initiatives* stories and even started pulling in items from the *Bonsai Trees* epic. The Retrospective was productive, and it's clear that our collaboration is improving each Sprint.

Tier definitions need clarity – The team disagreed on what counts as "beginner," "intermediate," and "advanced" plants. Let's refine these tiers and add user-friendly explanations.

Written materials need better preparation – Plant care leaflets needed extra revisions. Next Sprint, we should set clearer expectations and review outlines earlier.

Supply chain issues blocked progress – Starter kits weren't completed due to vendor delays. We need to improve communication with suppliers and have backup options for missing items.

Bundling feature nearly ready – The checkout bundling option is designed and coded but not live yet. Next Sprint, we should prioritize finishing and testing it.

Reminder feature tested successfully – Text reminders were preferred over email; stickers were more popular than expected. Monitor usage to decide whether to keep email reminders.

Return instructions need clarification – Some customer confusion around shipping methods. We should simplify and clarify return process language.

Bonsai styles guide exceeded expectations – Published ahead of schedule, but more photos and additional styles are needed for completeness.

Expert support underestimated – Live chat feature built successfully, but the scope was larger than expected (requires more staff for extended hours). Let's revisit resource planning before rollout.

- Keep standups short and focused.

- Review estimation process, especially for medium/large stories.

- Shift testing earlier into the Sprint.

- Continue strong collaboration with the Product Owner.

- Plan for tool setup earlier when working on Bonsai integrations.

Thanks again for the hard work and commitment. Looking forward to building on this momentum in Sprint 2!

Best Regards:
Andrejs Verhovods
Project Manager