**Software Design Document**

<<Company Name>>

<< Team Member >>

<< Team Member >>

<< Team Member >>

<< Team Member >>

<< Team Member >>

**1. Sprint Planning Meeting -** <Date Conducted>

**1.1 Sprint Backlog**

<< Specify the location of the project backlog. Normally, items for this sprint’s backlog should be placed in the Microsoft Project Plan document. If another location is being used, specify it here. >>

**2. Sprint Review Meeting –** <Date Conducted>

**2.1 Customer Demo**

<< Provide a brief description of what was demonstrated to the customer. >>

**2.2 Stakeholder Involvement Review**

<< Provide information regarding meetings with relevant stakeholders (sponsor, etc.) and whether there was an adequate level of involvement. If not, indicate what future adjustments will be made to ensure greater stakeholder involvement. >>

**2.3 Data Management Review**

<< Perform a review to ensure adherence to proper data management policies. Identify any issues and actions taken to rectify the issues. If the issue was recorded as part of the risk plan, identify the associated identification number. Indicate how the team will work to prevent such issues in the future. >>

**2.4 Requirements Review**

<< Review project requirements with the customer and update any requirements as necessary. Provide a brief overview of any review activities and requirement changes. >>

**2.5 Progress Review**

<< Provide a brief description of the work which was completed (and not completed) during this sprint. >>

**3. Sprint Retrospective Meeting -** <Date Conducted>

**3.1 Top Highlights**

<< Identify several things that went well during this sprint. >>

**3.2 Top Lowlights**

<< Identify several things that did not go well during this sprint. >>

**3.3 Reflection on Improvements**

<< Identify improvements to the process, etc. that could help the team perform better during the next sprint. >>