Sprint Increment Report

**Client/Sponsor:**

**Academic Supervisor:**

**Team:** *(team number)*

**Team Members:**

Dear *(Client Name)*,

We look forward to reporting the progress of this sprint. We have captured the following points to update you on how things are going and if we have encountered any hurdles in our execution.

This recent sprint focused on *(something)* and the coming sprint will focus on *(something)*.

**Outcome(s) of this Sprint:**

**Activities this Sprint:**

**Activities that will occur next Sprint:**

**Proposed amendments to Scope:**

Please let us know if you have any questions.

Sincerely,

Team *(number)*