TO: Scrum Team
FROM: Scrum Master
SUBJECT LINE: Sprint Retro: some thoughts and key takeaways
Dear Scrum Team, I hope you're having a good week, and thanks again for your feedback during our retrospective the other day! I want to share with you the meeting wrap-up. First, our team did a solid job! We managed to finish six of our eight items, and we got some great user feedback on the service. Here are some key takeaways I compiled from the meeting notes on the whiteboards: - Our product and development teams did great on getting the new website features operational. Coding errors were resolved quickly.   - The team was resourceful in modifying existing procedures for some items, rather than starting from scratch.   - We incorporated user-testing into several tasks, which helped us deliver more value.   - The care leaflet design was smooth, but we ran into some content issues. We can improve the integrated content and design processes in the future.   - We have successfully readapted our shipping and signature processes. The only setback was the untimely reception of some of the kit's items. Let's create a plan for better vendor communication, so we can stay on top of shipping schedules.   - We had a few issues around understanding scope. Let's reassess the estimations in our Backlog—we may need to increase the numbers.   I'll follow up on how we can put these items into practice for the next Sprint. In the meantime, be proud of your work! Best, Scrum Master Virtual Verde Project, Office Green