Sprint End Report

**Sprint:** S1   
**Sprint Dates:** Start – End  
**Sprint Goal:** [Copy from Sprint Backlog]  
**Product Owner:**  
**Scrum Master:**  
**Team Members:**

# Sprint Review Meeting Details

|  |  |
| --- | --- |
| Date of Meeting |  |
| Start Time |  |
| End Time |  |
| Duration |  |
| Location / Mode | In-person / Online |
| Participants | List names |

# \*Sprint Review (Demonstration of Increment & Feedback)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Increment / Feature** | **Description** | **Demo Status (Done/Partial)** | **Stakeholder Feedback** | **Action Items**  **/Owner** |
| Feature 1 | Description | Done | Feedback notes | ToDo / Owner |
| Feature 2 | Description | Partial | Feedback notes | ToDo / Owner |

# Sprint Retrospective (Team Reflection & Improvements)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Observations** | **What Went Well** | **What Can Be Improved** | **Action Items / Owner** |
| Process |  |  |  |  |
| Communication |  |  |  |  |
| Tools / Environment |  |  |  |  |
| Anything Else |  |  |  |  |

# Summary & Next Steps

* **Key Takeaways:**
* **Improvements for Next Sprint:**
* **Additional Notes / Decisions:**