# 🚀 Sprint Completion Status Report

\*\*Project Name:\*\* [Project/Team Name]

\*\*Sprint Number:\*\* [Sprint #]

\*\*Duration:\*\* [Start Date] – [End Date]

\*\*Report Date:\*\* [Date]

## 1. Sprint Goal 🎯

\*\*Defined Goal:\*\* [State the sprint goal as agreed in Sprint Planning]

\*\*Outcome:\*\* [Achieved / Partially Achieved / Not Achieved]

\*\*Notes:\*\* [Brief explanation if not fully achieved]

## 2. Completed Work ✅

List of user stories / tasks delivered and accepted by Product Owner:

- [Story ID] – [Short description]

- [Story ID] – [Short description]

- [Bug Fix ID] – [Short description]

\*\*Total Story Points Completed:\*\* [X]

\*\*Velocity:\*\* [X points]

## 3. Incomplete Work ❌

Items planned but not completed:

- [Story ID] – [Reason: e.g., dependency, scope creep, capacity issue]

- [Bug Fix ID] – [Reason]

\*\*Carryover to Next Sprint:\*\* [Yes/No, specify items]

## 4. Key Metrics 📊

\*\*Planned vs. Completed Points:\*\* [e.g., 40 planned / 35 completed]

\*\*Burndown Chart:\*\* [Attach image if available]

\*\*Defects Identified:\*\* [Number + Severity]

## 5. Risks & Blockers ⚠️

- [Risk/Issue] – [Impact] – [Mitigation/Resolution]

- [Dependency on X team] – [Impact on timeline]

## 6. Team Feedback 💬

\*\*What Went Well:\*\*

- [Positive note 1]

- [Positive note 2]

\*\*What Could Be Improved:\*\*

- [Improvement area 1]

- [Improvement area 2]

## 7. Next Steps 🔜

\*\*Upcoming Sprint Goal (Draft):\*\* [Proposed goal]

\*\*Focus Areas:\*\* [e.g., technical debt, new feature, stabilization]

\*\*Planned Dependencies:\*\* [Cross-team items, external blockers]