SPRINT REPORT #1 Sample

Team Members

Client Name:

Team Name: Sprint#

Start: mm/dd/yyyy   
End: mm/dd/yyyy

Role #1 : <Member #1 name>

Role #2 : <Member #2 name>

Role #3 : <Member #3 name>

Role #4 : <Member #4 name>

Role #5 : <Member #5 name>

Role #6 : <Member #6 name>

Initial Tasks

(In this section list the tasks you planned for this sprint at the end of previous sprint/ For Sprint 1 this section will not exist.   
 For Sprint report 2 it should list tasks you planned for Sprint 2 in your Sprint report 1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tasks  No | Task | Due Date | %  Complete | Assigned to |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Tasks for next Sprint

(Some tasks may carry over for example Task 2. Some tasks may span two sprints for example task 4. Make sure you keep   
 task no’s consistent throughout the project)

|  |  |  |  |
| --- | --- | --- | --- |
| Tasks  No | Task | Due Date | Assigned to |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Retrospective

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| What went well in the past sprint? |
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| What did not go well and Why? |
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| What can we do different to improve ? |
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