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| **TO:** Scrum Team |
| **FROM:** Scrum Master |
| **SUBJECT LINE:** Awesome Sprint Retro: Some thoughts and key takeaways |
| Dear Scrum Team,  I hope you’re having a good week, and thanks again for gathering for our retrospective the other day! I wanted to send you a recap of the meeting and some key takeaways.  First, the team did an excellent job on the sprint. We managed to finish four of our five items (that fifth one will get done soon!), and we got some great user feedback on what we accomplished.  Here are some key takeaways I compiled from the meeting notes on the whiteboards:   * Our web development team did a fantastic job of getting the pages operational! * Even though the vendor database turned out to be a bigger task, the team was able to get it done and launched! * We incorporated user testing in a number of tasks, which helped us immensely. * We had a few issues with communication, especially around expectations. Let’s create a plan for better communication between teams for our next sprint. * Additionally, let’s create a plan for better communication with the warehouse team. We ran into a few gaps. * 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 takeaways into practice for the next sprint. In the meantime, be proud of your work!  Best,  Scrum Master  Virtual Verde Project, Office Green |