Complete all fields as a team as you interpret them best for your project and current situation.

What did you say you would accomplish during this sprint?

What did you actually accomplish?

Explain any discrepancies.

What are you going to accomplish for the next sprint?

Which aspects of the current work are the **easiest to understand**?

Which aspects of the current work are the **hardest to understand**?

Which aspects of the current work are the **easiest to approach**?

Which aspects of the current work are the **hardest to approach**?

Which aspects of the current work are the **easiest to solve**?

Which aspects of the current work are the **hardest to solve**?

How far along (as a percent) are you toward the final goal? Does this pace seem likely to succeed?

Did you meet or communicate with your client this week? If not, when was the last time?

Are they any issues, concerns, or comments about the project?

