Read: <https://dzone.com/articles/%E2%80%9C-4-questions%E2%80%9D-retrospective>

Each members answers the following PRIOR to the meeting:

1. What worked well?
2. What didn’t work so well?
3. What have I learned?
4. What still puzzles me?

Your submitted report (1 per team) should include individual member responses to above questions AND address the following questions (as a team) --- do not exceed 1 page per question. Please proofread before submitting.

1. What worked well this sprint?
2. What didn’t work so well this sprint AND WHY?
3. What the team plans to change for next sprint AND HOW (up to three things)? Why do you expect these changes to improve your performance / productivity in the next sprint?
4. Complete the table in enclosed spreadsheet; make sure numbers add up --- turn in BOTH files.