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| **TO:** Scrum Team |
| **FROM:** Oleksii Shuvalov |
| **SUBJECT LINE:** Sprint Retrospective Recap and Key Takeaways |
| Dear Scrum Team,  Thank you again for your valuable feedback during our recent retrospective. I wanted to share a recap of the meeting and highlight some key takeaways.  First, I want to acknowledge the team’s strong performance this Sprint. We successfully completed six out of eight items and received positive user feedback on our deliverables.  Here are the key takeaways from the meeting notes:   * Our product and development teams did an excellent job in getting the new website features up and running, swiftly addressing any coding issues. * The team demonstrated resourcefulness by modifying existing procedures for certain tasks instead of starting from scratch. * We effectively incorporated user testing into several tasks, enhancing the value we delivered. * The care leaflet design process was smooth; however, we encountered content-related issues. Moving forward, we should better integrate content and design processes. * We need to develop a plan for improved vendor communication to better manage shipping schedules. * There were a few challenges related to understanding the scope. It would be beneficial to reassess the estimations in our Backlog, as we may need to adjust them.   I’ll follow up soon with suggestions on how we can implement these takeaways in the next Sprint. In the meantime, please take pride in the excellent work you’ve done.  Sincerely,  Oleksii Shuvalov  Virtual Verde Project, Office Green |