Sprint Report Document

The sprint report must contain the following elements:

# Heading

Document name ("Sprint {number}"), project title, team number & section, Team members & Ids and sprint start &end date.

# Sprint Review

## Work completed/not completed

This is a list of the user stories that were completed during this sprint, and a list of the user stories not completed during this sprint (but which were part of this sprint, and were in the sprint plan).

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| --- | --- |
| Work completed | not completed |
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# Sprint Retrospective

Actions to stop doing asma

These are the activities or actions the team determined they should stop doing. This is the answer to the question, "What things should we stop doing?" The items should take the form of a brief description of what the team wants to stop doing, followed by a brief explanation. If there are no items, this section should describe why the team is completely satisfied with their current process.

**Examples:** The team should stop holding daily scrum meetings at 7am in the morning, because nobody can make that meeting time. The team should stop allowing daily scrum meetings to go over 15 minutes, because the meetings are less effective that way.

## Actions to start doing nora

These are the activities or actions the team would like to start doing to improve their development process. This is the answer to the question, "What should we start doing?" The items should take the form of a brief description of what the team wants to start doing, followed by a brief explanation.

**Examples:** The team should schedule more group work sessions, since these are very effective at getting work done. The team should be more accurate at estimating work tasks, since tasks were consistently under-estimated last sprint.

## Actions to keep doing sara

This is the answer to the question, "What is working well that we should continue to do?" The items should take the form of a brief description of what the team wants to start doing, followed by a brief explanation.

# Metrics

## Sprint Burndown

A sprint burndown tracks the completion of work throughout the sprint. The x-axis represents time, and the y-axis refers to the amount of work left to complete, measured in either story points or hours. The goal is to have all the forecasted work completed by the end of the sprint.

