END OF SPRINT STATUS REPORT MEMO

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| To: |  |
| From:  Date: |  |
| Subject: |  |
| Sprint Duration: |  |

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| ACTIVITIES COMPLETED THIS SPRINT |
| **Completed Deliverables: (be specific)** |

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| ACTIVITIES IN PROCESS | NEXT ACTION | DUE DATE |
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| ACTIVITIES TO BE STARTED NEXT SPRINT |
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| USER STORY BEING ADDRESSED NEXT SPRINT |
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| SPRINT ISSUES FOR IMMEDIATE ATTENTION |
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| WHAT TOOLS ARE NEEDED? |
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| PROJECTED DELIVERABLES FOR END OF NEXT SPRINT? |
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| LIST ALL TASKS NEEDING COMPLETION FOR THIS SPRINT |
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| LIST KEY TEAM MEMBERS AND THEIR ASSIGNED TASKS |
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| LIST DUE DATES FOR THOSE ASSIGNED TASKS ABOVE |
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| WHEN IS THE NEXT SCHEDULED MEETING WITH THE CLIENT? |
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| WHAT IS NEEDED FROM THE CLIENT? |
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