1. To pass this practice quiz, you must receive 100%, or 1 out of 1 point, by completing the activity below. You can learn more about the graded   **1 point**
   and practice items in the Course Overview⤢.
   Activity Overview

   In this activity, you will develop a list of takeaways and action items from a Sprint Retrospective. A Sprint Retrospective is one of the five main
   Sprint events and gives a chance for the Scrum Team to get together and discuss the work they just finished. Your task is to write an email to
   the Scrum Team recapping the Retrospective.
   *Note: Throughout this course, you will complete tasks normally done by others (like the Development Team or Product Owner). Even if you
   don't perform them yourself, it is important that you understand these processes.*
   Be sure to complete this activity before moving on. The next course item will provide you with a completed exemplar to compare to your own
   work. You will not be able to access the exemplar until you have completed this activity.
   Scenario

   Review the scenario below. Then complete the step-by-step-instructions.

   The Virtual Verde team has completed the first Sprint based on the Backlog you created in the last activity,
   Create a Sprint Plan and Sprint Backlog⤢. The team also gathered for a Sprint Retrospective to go over what worked well during the Sprint,
   and what they want to change for the future. Your team reviewed each item from the Sprint, and discussed how the work went and how the
   team performed.
   After the meeting, you took photos of the whiteboards your team created during the discussion, knowing you'd need the notes to reflect on
   team accomplishments and what to change for the future.
   *Note: Any team member can write Retrospective recaps. Even if you don't write them, this activity will help you recognize effective recap
   emails.*
   Step-By-Step Instructions

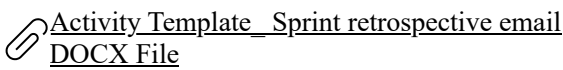   Step 1: Access the template

   To use the template for this course item, click the link below and select "Use Template."

   Link to template: Sprint retrospective email⤢
   OR

   If you don't have a Google account, you can download the template directly from the attachment below.

   📎 Activity Template_ Sprint retrospective email
   DOCX File

   Step 2: Review the whiteboard notes from the Sprint Retrospective

   Open the slide deck with your whiteboard notes⤢ (click the link and select "Use Template" to make a copy in Google Slides or download the
   notes using the attachment below). Then review the team's successes, what worked well in terms of process and performance, and what issues
   you need to resolve for future Sprints.
   The team used a +/Δ format for the discussion: They listed what went well under the + (or plus) heading, and listed roadblocks and things they
   want to change going forward under the Δ (or Delta) heading (Δ is the mathematical symbol for change).
   Download whiteboard notes attachment:
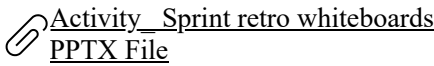
   📎 Activity_ Sprint retro whiteboards
   PPTX File

   Step 3: Make a list of takeaways

   Make a list of 5-10 key takeaways from the whiteboard notes. These could be about team performance, tasks accomplished, workflow,
   communication, or anything else you discussed.
   For example, a note reading, *"Didn't truly understand the scope of this item,"* could translate into the takeaway, *"Let's review how we do our
   estimates next time, as we may not be accounting for the full scope."*
   Step 4: Write a recap email to the Scrum Team

   Finally, compose an email recapping the meeting and listing the key takeaways. Be sure to include:

   - A Subject line: It should be brief and describe the content of the message.

   - An Introduction: Greet the team and explain why you are sending the email.

   - A Recap: Summarize your thoughts on the retrospective. Were you pleased with how the meeting went? How much did the team accomplish?

   - Key takeaways: List 5-10 key takeaways from the whiteboard notes. What went well with the Sprint? What issues need to be addressed before
     the next Sprint?
   - Next steps: Wrap up the email and propose next steps.

   - A Closing: Sign off with your name and title.

   What to Include in Your Response

   Be sure to address the following elements in your completed Sprint Retrospective email:

   - A subject line

   - An intro

   - A recap of the Sprint Retrospective

   - 5-10 key takeaways based on the discussion notes

   - Next steps

   - A closing

   Did you complete this activity?

   ⚪ Yes
   🔵 No

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  Coursera account.**

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