

**TO:** Scrum Team

**FROM:** Scrum Master

**SUBJECT LINE:** Sprint Retro: Some thoughts and key takeaways

Dear Scrum Team,

I hope you're having a good week, and thanks again for your feedback during our retrospective the other day! I wanted to send you a recap of the meeting and some key takeaways.

First, our team did a solid job with the Sprint. We managed to finish six of our eight items, and we got some great user feedback on what we accomplished.

Here are some key takeaways I compiled from the meeting notes on the whiteboards:

- Our product and development teams did a great job of getting the new website features operational! Any coding issues were resolved quickly.
- The team was resourceful in modifying existing procedures for some items, rather than starting from scratch.
- We incorporated user testing into several tasks, which helped us deliver more value.
- The care leaflet design was smooth, but we ran into some content issues. We can better integrate content and design processes in the future.
- Additionally, let's create a plan for better vendor communication, so we can stay on top of shipping schedules.
- We had a few issues around understanding scope. Let's reassess the estimations in our Backlog—we may need to increase the numbers.

I'll follow up on how we can put these takeaways into practice for the next Sprint. In the meantime, be proud of your work!

Best,  
Scrum Master  
Virtual Verde Project, Office Green