

Status <Sprint N> <Name>

Ensure name of document matches title!!!

Team	
Date	
Cards Cleared this sprint	
Cards Planned next sprint	
Total hours this sprint	

Submit before your three-week 1-on-1

Important

<Optional section: List any item(s) that your teacher needs to know about or help with.>

New goals AND Progress against prior goals

Status	Projected / Estimated Completion Date	Brief Description (What it is)	Progress / Comments (Where it stands)

N = New, **D** = Done, **L** = Late (which is fine), **C** = Changed (new date or description), **R** = Reassigned

Put an asterisk (*) next to any date that is changed.

Photo or screenshot

<Required: Show something you did.>

Concerns

Optional list of concerns or worries.

Work Log

Date	Hours	Brief Description

(Date can just be W1 for week 1. Description can just be Class / <a few words on what you did>. This is more for the student than the teacher. Be accountable to yourself. And if you're an athlete, keep track of what you did. Athletes do not need to make up every hour of class time, but they do need to do some work every week.)

Retro

<Either copy your team retro here OR add your own reflection on what went well, what didn't go well, what to stop doing, what to start doing.>

If your own reflection

What went well in the last sprint

-

What can we do better/differently?

-

What should we start/stop doing

-

Retro Follow Through

<Required: Did any of the things from the retro happen?>