1.9   Sprint Retrospective

Office or Division:	Systems Development Division and Systems Quality Assurance Division			
Classification:	Simple			
Type of Transaction:	G2G - Government Agency/Employee/Official			
Who may avail:	All Subject Matter Divisions (SMDs)			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Accomplished Request for Systems Support (RSS)		Softcopy Template provided by SDD to be accomplished by SMD to be accomplished by SMD		
Business Process Flow		SMD		
User Stories with Acceptance Criteria		Template provided by SDD to be accomplished by SMD		
Data Entry Specifications		Template provided by SQAD to be accomplished by SMD		
Data Validation Specifications		Template provided by SQAD to be accomplished by SMD		
Table Formats		To be provided by SMD		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Attend the Sprint Retrospective Meeting	1. Discuss the lessons learned during the just concluded Sprint to be able to improve ways and means in the succeeding sprints	None	4 Hours	The Scrum Master and Scrum Team. QA Team
	TOTAL:	**None**	**4 Hours**	