Sprint Review Template

A sprint review template for agile teams to close out each sprint cleanly.

<div style="text-align:center">

Open template page

</div>

What you will get

- Sprint summary section
- Completed work table
- Demo notes
- Retrospective
- Velocity snapshot

Sprint Summary

SPRINT NUMBER	SPRINT DATES	OVERALL STATUS
Sprint 14	Mar 10 – 21, 2026	Completed – 5 of 6 items

SPRINT GOAL

SPRINT OUTCOME

Completed Work

ITEM	ASSIGNEE	ESTIMATE	ACTUAL	STATUS
Onboarding wizard UI	Alex	16 hrs	14 hrs	**Done**
Onboarding API endpoints	Sam	20 hrs	22 hrs	**Done**

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ITEM	ASSIGNEE	ESTIMATE	ACTUAL	STATUS
Welcome email sequence	Jordan	8 hrs	7 hrs	**Done**
Progress dashboard	Alex	12 hrs	13 hrs	**Done**
Integration tests	Sam	10 hrs	10 hrs	**Done**
Help tooltips	Jordan	6 hrs	—	**Deferred**
	Total	**72 hrs**	**66 hrs**	

Demo Notes

DEMONSTRATED TO

KEY FEATURES SHOWN

STAKEHOLDER FEEDBACK

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Retrospective

WHAT WENT WELL

WHAT DIDN'T GO WELL

ACTION ITEMS

ACTION	OWNER	DUE

Velocity Snapshot

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	COMPLETED	COMPLETION RATE	CARRY-OVER
	66 hrs	**92%**	**6 hrs**

COMMITTED

	COMPLETED	COMPLETION RATE	CARRY-OVER
	66 hrs	**92%**	**6 hrs**

COMMITTED

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> **Tip:** Demo working software, not slides. Stakeholders engage more with a live walkthrough than a progress report.

Related templates: Sprint Planning Template · Weekly Status Report Template