

Sprint Review Template

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

Open
template
page

What you will get

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

Sprint Summary

SPRINT NUMBER

Sprint 14

SPRINT DATES

Mar 10 - 21, 2026

OVERALL STATUS

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

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

Retrospective

WHAT WENT WELL

WHAT DIDN'T GO WELL

ACTION ITEMS

ACTION	OWNER	DUE

Velocity Snapshot

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](#)