

# GDP Process: Sprint Close and Retrospective

## Sprint Close Checklist

- All tickets of previous sprint cleaned up? Close what can be closed. If subtask remains, split.
- ⚠ Did you print Weekly Report to PDF ([Refresh the queries first!](#)) **before** closing the sprint (to get the right content for the sprint query)
- Attach weekly report as PDF to the GDP Status Reports
- Close sprint
- Create new sprint, if not done. Week numbers and Names
- Find the (existing) sprint report & retrospective page and fill in Retrospective. It should be under GDP Sprint Plans & Retrospectives 2018

## New Sprint Checklist

- Create a new Sprint Plan & Retrospective page by copying [GDP Sprint Plan & Retrospective Template](#)  
– Parent page should be **GDP Sprint Plans & Retrospectives 2018**
- Fill in Sprint Goal/Plan, and resource/planned time section
- [Plan Sprint Tickets](#), if not done
- [Start Sprint](#)