• Heading: Document name ("Sprint # Report"), product name, team name, date.
`Sprint 1 Report`
`Drawify`
`Drawify Team`
`1/31/2023`

• **Actions to stop doing:** Stop delaying meetings and planning until we need to submit reports and presentations.

• **Actions to start doing:** We should start having regular group meetings. We should do more pair programming and give more updates about what we're working on.

• **Actions to keep doing:** Each member of the team focuses on one area (UI, database, etc) so that we don't need to spend redundant effort on learning new things. If someone working on one area needs some functionality from another area, we should keep helping each other out.

• **Work completed/not completed:**
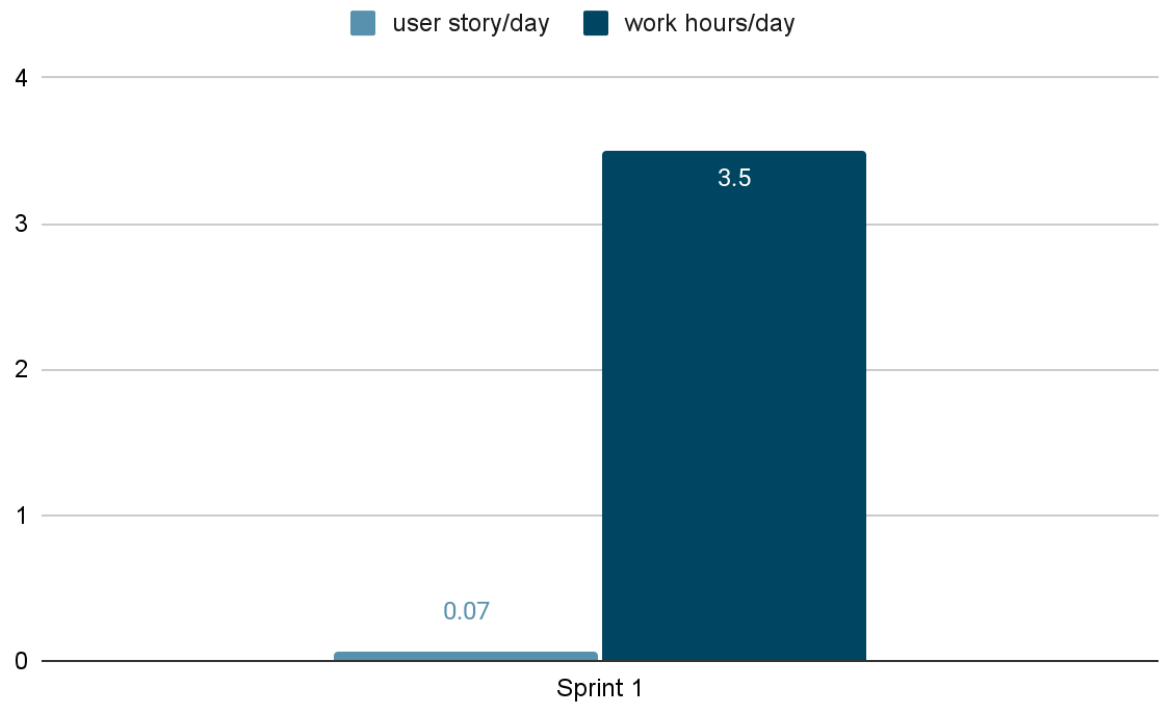   Completed: all the spikes, and a basic whiteboard
    Not Completed: GitHub, additional whiteboard functionalities, and module for sharing

• **Work completion rate:**
    User stories completed: 1
    Work hours completed: 50 hours
    Total number of days: 14

```
4

3                                    3.5

2

1
        0.07
0
       ████████████
                    Sprint 1
```

Burn-up chart

```
15

Story points

10

5

0
   1/18/2023  1/20/2023  1/22/2023  1/24/2023  1/26/2023  1/28/2023  1/30/2023
                                    Date
```