



**CEBU INSTITUTE OF TECHNOLOGY**  
**UNIVERSITY**

# IT317-<G3> PROJECT MANAGEMENT

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## SPRINT RETROSPECTIVE REPORT

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Project Title: RelieFlow

Prepared By: Harvey A. Ortega / RelieFlow / ScrumMaster

Sprint Number: Sprint 5

Sprint Duration: 11/24/25 - 11/30/25

Date of Submission: 12/06/2025

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## 1. What Went Well

- Successfully implemented In-App Notifications for role approvals with real-time updates.
- Backend logic for automatic notification creation upon admin approval worked correctly.
- Users were able to view notifications, mark them as read, and see updated badges without page refresh.
- Coordinated effectively to finish all final sprint backlog items, achieving project completion.

## 2. What Didn't Go Well

- Minor UI adjustments required additional time due to alignment and readability issues.
- Some initial notification triggers were inconsistent until backend logic was finalized.
- Occasional delays in testing live updates during peak load simulation.

## 3. Suggestions for Improvement

- Conduct UI reviews early for notification components to avoid last-minute adjustments.
- Integrate load testing for real-time features in future projects.
- Document backend notification workflows for maintainability.

## 4. Action Items

- Monitor notification system for any missed triggers or delivery delays.
- Prepare documentation and training for future analytics and reporting modules.
- Consider future enhancements such as notification filtering or user preferences.

## 5. Team

Name	Role
Marc Louis P. Ortizano	Product Owner
Danielle Maxine P. Ocampo	Business Analyst
Harvey A. Ortega	Scrum Master
Monica A. Najarro	Lead Developer
Ana Claire Ellen R. Naranjo	Developer

## 6. Approval Sign-off

	Full Name	Signature	Date
Prepared By:	Harvey A. Ortega		12/06/2025
Developer	Claire Ellen R. Naranjo		12/06/2025
Developer			
Lead Developer	Monica A. Najarro		12/06/2025

Reviewed By:	Danielle Maxine P. Ocampo		12/06/2025
Reviewed By:	Marc Louis P. Ortizano		12/06/2025
Approved By:	Mr. Joemarie C. Amparo		
Approved By:	Mr. Frederick Revilleza		