**Event Wrap-up & Sprint Retrospective**

**Event Wrap-up Report**

* **Event Summary**
* Total Attendance: 150 participants
* Stakeholders involved:
  + Mentors: 10
  + Speakers: 6
  + Sponsors: 4
* Budget Overview:
  + Initial Budget: $15,000
  + Additional Expensed: $500 (Wi-fi issue resolution)
  + Final Expenses: $15,500
* Key Metrics:
  + Survey Received: 100 Response
  + Overall Satisfaction: 95%
* Completed Activities

1. Venue Cleanup and restoration completed
2. Payments to vendors and service providers settled
3. Participant feedback surveys distributed and response collected
4. Event summery report shared with stakeholders

* Confirmation
  + All necessary event-related activities are successfully completed, ensuring a smooth closure of the hackathon event
* **Sprint Retrospective Summary**

**What Went Well:**

* High participant turnout with positive feedback on mentorship and workshops.
* Effective collaboration between teams ensured tasks were completed on time.
* Sponsors were highly satisfied with their involvement and exposure.

**What Didn’t Go Well:**

* Major Wi-Fi network failure caused delays and frustration for participants, particularly those working on cloud-based projects.
* The issue incurred an unexpected expense of $500 to resolve, impacting the budget.

**Areas for Improvement:**

1. **Technical Readiness:**
   * Conduct pre-event test of venue Wi-Fi and other critical infrastructure.
   * Arrange backup solutions for potential technical failures.
2. **Budget Flexibility:**
   * Allocate a contingency fund for unforeseen expenses.
3. **Feedback Collection:**
   * Increase engagement to ensure more comprehensive survey responses (target 95% response rate).