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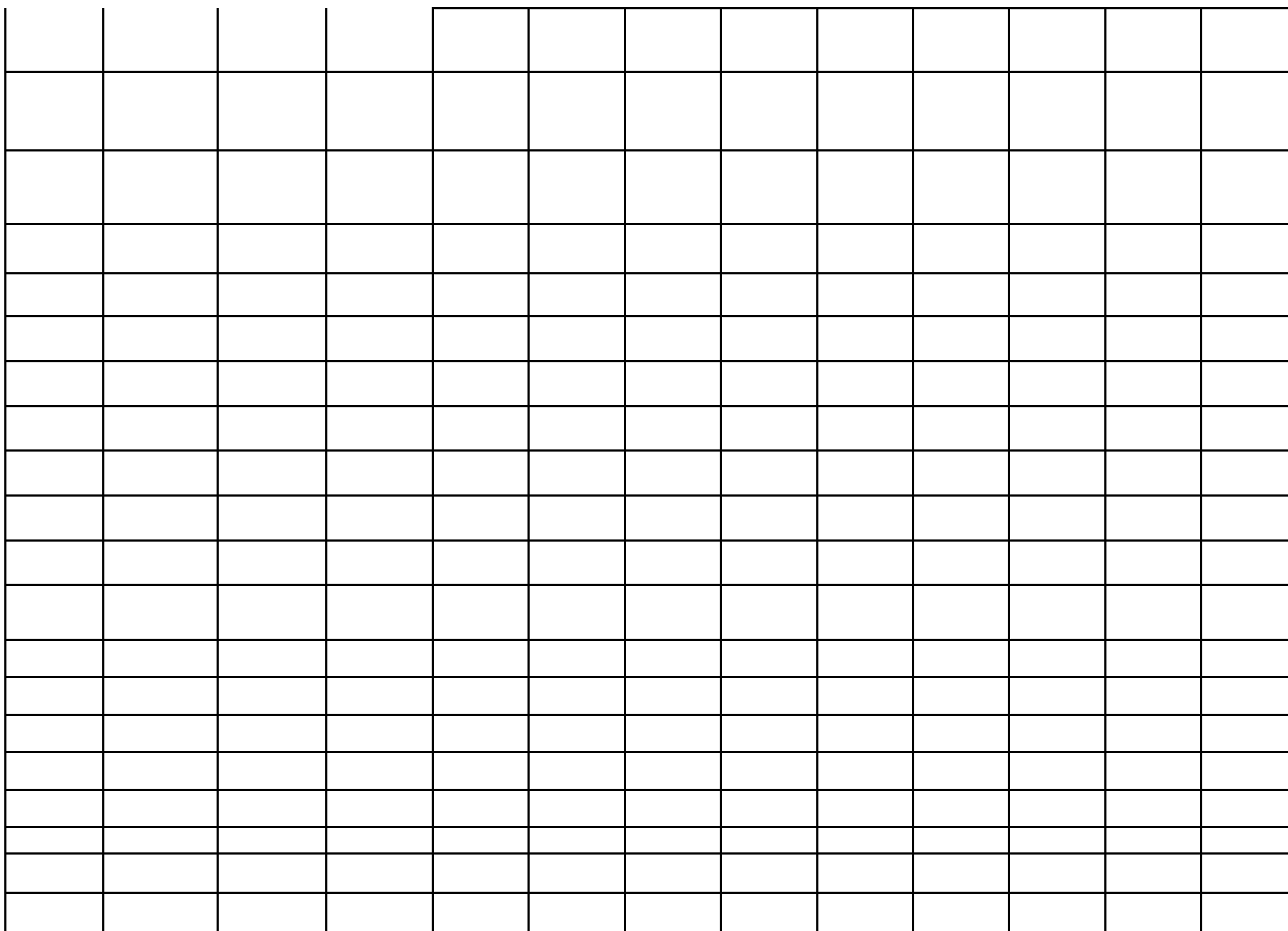
NOTES: Task sizing should be between 0.5 to 12 hours

US ID	Task ID	Task Description	Task Start Date	Task Completion Date	Team Member	Activity	Status
							SP
US-001	1	Project understanding, setup, and foundation.	8-Dec-2025	12-Dec-2025	Bharti	others	3- Completed
US-001	2	Core technology research and base implementation.	15/Dec/25	19-Dec-25	Bharti	Design	3- Completed
US-001	3		22/Dec/25	27/Dec/25	Bharti	coding	3- Completed
US-001	4	NLP and embedding foundation.	29/Dec/25	2/Jan/26	Bharti	coding	3- Completed
US-001	5	RAG concepts and clarification.	5/Jan/26	9/Jan/26	Bharti	Coding	3- Completed
US-001	6/Jan/00	Feature implementation.	12-Jan-26	16-Jan-26	Bharti	Build	3- Completed
US-001	7/Jan/00	Stabilization and reporting.	19-Jan-26	23-Jan-26	Bharti	Integration Test	2- In Progress
US-001	8/Jan/00	Dockerization.	26-Jan-26	28-Jan-26	Bharti	System Test	2- In Progress
		Documentation & final polish.					

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Day 13	Day 14
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Sprint	Day	Impediments	Action Taken
Sprint 1	day 2	Lack of clarity on project requirements	Discussion with mentors
sprint 1	day4	Unclear project goals and workflow steps	requirement review
sprint 2	day 6	Agile template confusion	Mentor-led clarification meeting
sprint 2	day 7	Difficulty identifying all potential use cases	Additional research and online references
sprint2	day 9	Confusion in prioritizing use cases	Created use-case priority matrix
sprint 3	day 12	Difficulty debugging Python practice code	Collaborative debugging with other interns
sprint4	day 16	GOOGLE API queries taking longer than expected	Optimized API queries with mentor support
sprint 5	day 23	Challenges integrating voice processing with workfl	Discussion with mentors

SL #	Sprint #	Sprint start date	Sprint end date	Team member name	Start Doing
1	sprint 1	8-Dec	12-Dec	bharti	Start documenting features in parallel with development
2	sprint 2	15-Dec	19-Dec	bharti	Start validating Docker containers on a clean environment
3	sprint 3	22-Dec	27-Dec	bharti	Start using a deployment checklist before final builds
4	sprint 4	5-Jan	16-Jan	bharti	Start early verification of environment variables and secrets
5	sprint 5	19-Jan	28-Jan	bharti	Start performing quick daily sanity tests on the full pipeline
6					
7					

Stop Doing	Continue Doing
Stop postponing documentation until the end of the sprint	Participating in discussions and meetings
Stop underestimating time required for Docker debugging	Maintaining focus on coding
Stop delaying container testing to the final sprint days	Asking for help when stuck
Stop making last-minute changes without regression testing	Maintaining focus on coding
Stop skipping deployment dry-runs before final submission	Collaborating on language processing strategies

Action taken

Documentation was completed alongside final testing to avoid last-minute delays.
A deployment readiness checklist was created and followed before final build.
Daily sanity testing of the end-to-end pipeline was performed.
Dependency versions were reviewed and fixed to prevent runtime conflicts.
Final dry-run of the application was executed before submission.