

## Sprint 4 Report

### Actions to stop doing:

- Missing standups and TA meetings

### Actions to start doing:

- We need to make it to all meetings and standups
- Everyone should pull the repo regularly and merge changes into their branches. Ideally *at least* daily and *absolutely* when completing a feature before opening a pull request. If you aren't pulling main and merging then you're working on an outdated version of the project.
- Everyone should be regularly committing work and pushing to the repo so that your work is visible to team members.
- Everyone should be regularly opening pull requests to have completed features merged into the main branch. This is the releasable branch, if your work isn't in main it's essentially not in our product. It's also more difficult to merge your work if you wait until you've collected a large number of changes.

### Actions to keep doing:

- Keep making improvements and building out features.

### Work completed/not completed:

- **Completed:**
  - Export button
  - Windows installer built
  - Windows .exe built
  - Usage documentation
- **Not completed**
  - Filtered report View

**Work completion rate: .80**