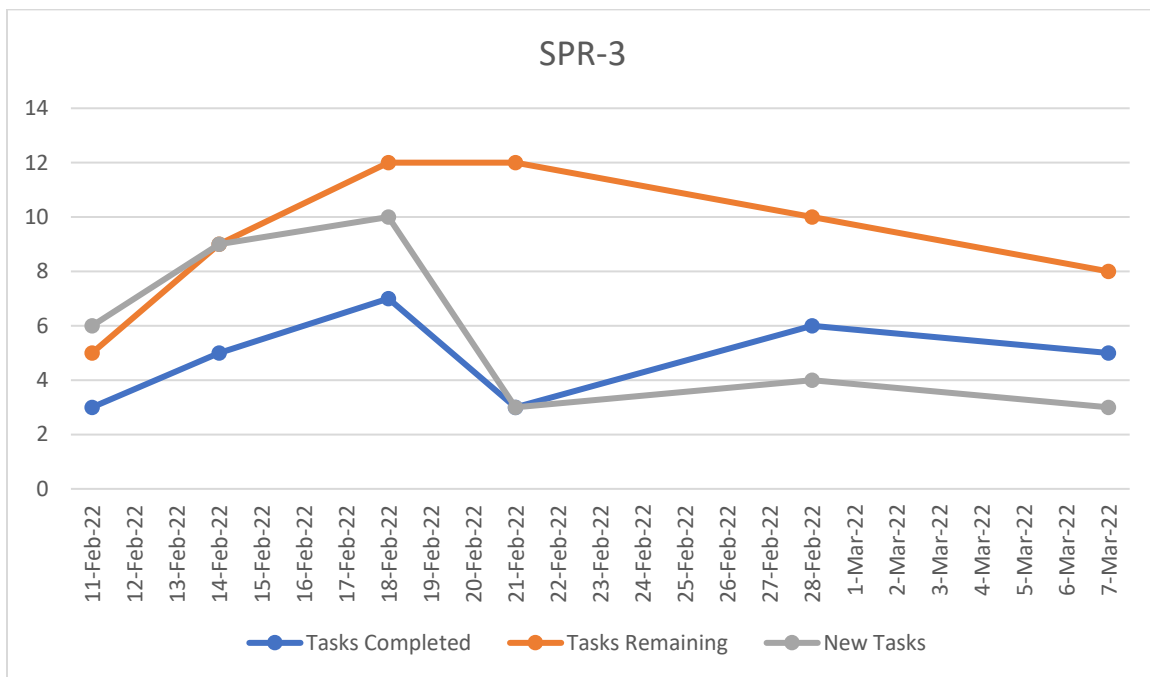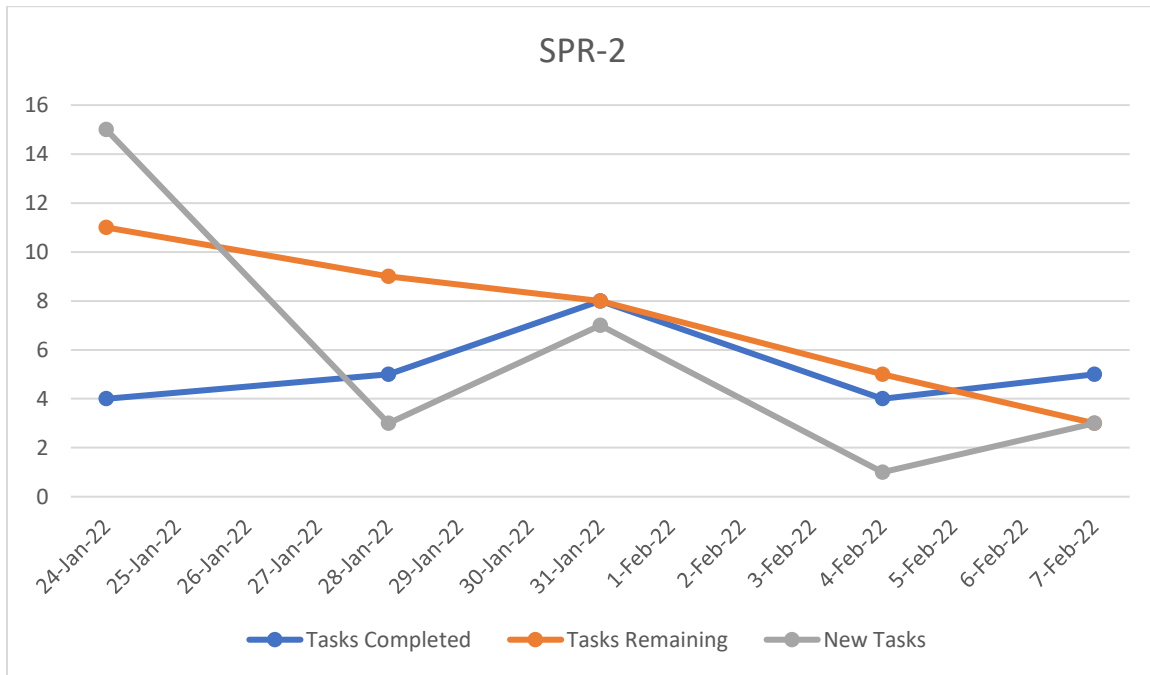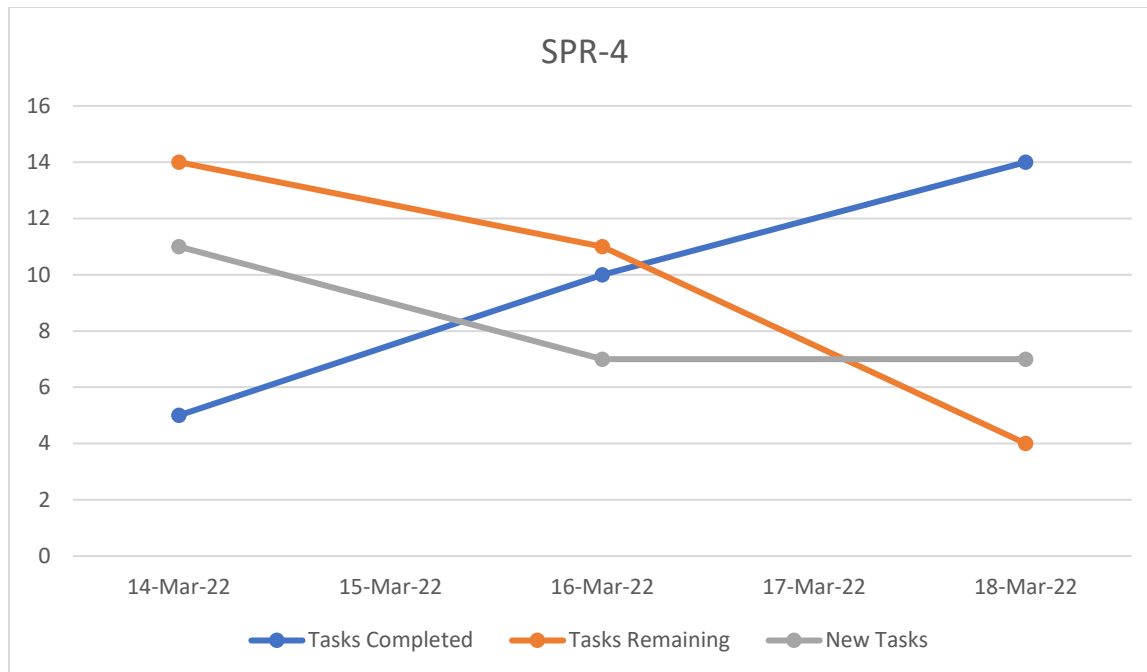# Metrics Reporting Plan for Team Meetings

Summary

This plan is designed to gather all of the information that has been gathered from the Team meetings, such as how many meetings we had, how often each member attended said meetings, what percent of tasks were completed by each member, and other useful information.

Collected Metrics Measurement

Meeting #	Sprint #	Date	# of attendees	Length of meeting	tasks completed	Tasks remaining	New tasks added
1	SPR-1	January 20, 2022	4/4	1hr 12min	Unknown	Unknown	Unknown
2	SPR-1	January 21, 2022	4/4	41min	Unknown	Unknown	Unknown
3	SPR-2	January 24, 2022	4/4	55min	4/15	11	15
4	SPR-2	January 28, 2022	5/5	1hr 5min	5/14	9	3
5	SPR-2	January 31, 2022	5/5	1hr 15min	8/16	8	7
6	SPR-2	February 4, 2022	4/5	55min	4/9	5	1
7	SPR-2	February 7, 2022	5/5	40min	5/8	3	3
8	SPR-3	February 11, 2022	4/5	1hr 4min	3/9	5	6
9	SPR-3	February 14, 2022	5/5	1hr 3min	5/14	9	9
10	SPR-3	February 18, 2022	4/5	1hr 8min	7/19	12	10
11	SPR-3	February 21, 2022	4/5	1hr 6min	3/15	12	3
12	SPR-3	February 28, 2022	5/5	1hr 4min	6/16	10	4
13	SPR-3	March 7, 2022	6/6	20min	5/13	8	3
14	SPR-4	March 14, 2022	5/6	1hr 4min	5/19	14	11
15	SPR-4	March 16, 2022	5/6	44min	10/21	11	7
16	SPR-4	March 18, 2022	6/6	45min	14/18	4	7

Data Summary

SPR-2

Legend: Tasks Completed, Tasks Remaining, New Tasks

SPR-3

Legend: Tasks Completed, Tasks Remaining, New Tasks

SPR-4

Report Analysis

Summary

- Information on SPR-1 is missing because lack of understanding at the very beginning of the project
- SRP-2: Started out strong, the amount of tasks completed would decrease as the volume of tasks and new tasks decreased
- SPR-3: Tasks being completed were lower than the tasks being added and overall task count. Tasks being completed decreased along with new tasks being added, but current tasks were not decreasing at a significant rate resulting in the sprint ending with a lot of tasks remaining. This was likely a result of spring break being in the mix and the team not paying close enough attention to what still needed to be completed
- SPR-4: Tasks remaining started high from the previous sprint and new tasks were very high as well. Tasks completed rapidly rose to meet the task count, and the task count quickly dropped while the new tasks stabilized

Future prediction of current project

- As time increases the number of total tasks and new Tasks will start higher and higher as the Team is able to quickly discover everything that needs to be done for the Sprint. And the Tasks completed will likely start low and finish medium with peaks in the middle where new tasks are added

Possible improvements for Future

- Pay closer attention to unique time frames such as spring break
- Try to get tasks remaining to zero by the end of the sprint