

# Sprint 4 Report

**Product Name:** HuddleAI

**Team Name:** Team HuddleAI

**Date:** June 3, 2025

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## Actions to Stop Doing

- **Stop leaving deployment and final polishing until the last sprint.** We took the final bug fixes, UI improvements, and deployment setup to the last sprint which shouldn't have been done and could have been wrapped earlier.
  - **Stop postponing the hardcoded data fixes.** To get the user stories done, we kept postponing the team status and action items hardcoding issues, only for them to end up as the known problems in the final release.
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## Actions to Start Doing

- **Start comprehensive user testing with external users earlier.** We did internal testing throughout but only got external feedback in Sprint 4, which revealed UX issues we could have addressed sooner.
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## Actions to Keep Doing

- **Keep using Jira to break stories into clear, granular tasks.** It helped distribute work evenly and track accountability.
  - **Keep assigning clear ownership for integration tasks.** Having Andre own the diarization backend integration while Pranav handled the research prevented conflicts and duplicate work.
  - **Keep the regular Monday/Wednesday/Friday communication.** These worked well to keep everyone updated and accountable, especially with TA support on Wednesdays.
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## Work Completed / Not Completed

### Completed User Stories:

- *As a user, I want to download my transcript in multiple formats (TXT, JSON) so I can use it in other applications.*
- *As a user, I want a clean and responsive UI so it's easy to upload and view transcripts.*
- *As developers, we want to deploy the web application and ensure it's demo-ready with proper error handling.*

### Incomplete User Stories:

We didn't fully resolve the hardcoded team status so that will count as a known problem in our release plan, then the action items dropdown still displays sample data instead of real extracted action item and that also counts as a known problem.

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## Work Completion Rate

Total number of user stories completed during the prior sprint: **3**

Total number of estimated ideal work hours completed during the prior sprint: **17 hours from the 20 planned**

Total number of days during the prior sprint : **7 days**

User stories/day for Sprint 4: **0.4285 user stories/day**

Ideal work hours/day for Sprint 4: **2.4285 hours/day**

Average user stories/day across Sprints 1-4: **0.4285 user stories/day**

Average ideal work hours/day across Sprints 1-4: **2.3928 hours/day**

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