

Sprint 1 Report

Product Name: HuddleAI

Team Name: Team HuddleAI

Date: April 22, 2025

Actions to Stop Doing

- **Stop working on backend and frontend in isolation without syncing regularly.** We had a few mismatches between what the upload API returned and what the frontend expected. More integration checkpoints earlier in the sprint would have prevented this.
 - **Stop postponing test case creation until the end.** We should shift testing earlier in the sprint.
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Actions to Start Doing

- **Start scheduling mid-sprint integration checkpoints.** A 30-minute check-in midweek will help us ensure that frontend/backend work aligns and surfaces bugs early.
 - **Start using story point velocity from Sprint 1 to plan Sprint 2 more realistically.** Our estimates were close, but some infrastructure tasks took longer due to tool setup and debugging. We also had subpar communication between each other for the first few weeks.
 - **Start creating end-to-end demo videos for internal review.** These will help teammates understand how all components are interacting and spot errors quicker. Possibly using Loom to create these demo videos - short and simple 30sec-5min videos.
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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 spikes to evaluate new tools.** Our speech-to-text tool evaluation saved a lot of time during integration.

- **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 upload a meeting recording so HuddleAI can process it.*
- *As a user, I want to see a raw transcript of the uploaded file so I can verify accuracy.*
- *As a developer, I want to run the pipeline on test files to confirm system stability.*

Incomplete User Stories:

Did not complete pipeline on test files. Deemed irrelevant, and therefore will be discarding task.

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: **16 hours from the 16 planned**

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

User stories/day for Sprint 1: **0.4285 user stories/day**

Ideal work hours/day for Sprint 1: **2.2857 hours/day**
