**CMIS 4920 - Task Completion Report**

*[Submitted to D2L at the end of each Sprint]*

**Sprint #:** 3

**Sprint start date:** 2/10/25 **finish date:** 2/23/25

**Team name:** The Regulars

**Team members:** Evan Reinheimer, Andrew Evans, Jenna Guffy

**Sprint Planning Meeting/Discussion Date and Modality:** Online

**Sprint Planning Meeting/Discussion members present: :** All Members Present

1. **Sprint Report**

**User Stories/Tasks Planned vs. Completed**:

* + **Planned Tasks**: List all user stories and tasks that were planned for the sprint.
  + **Completed Tasks**: Indicate which tasks were completed.
  + **Incomplete Tasks**: Provide reasons for any tasks that were not completed.
* As a School Certifying Official, I want the ability to schedule automated emails regarding benefit certification so that I can efficiently communicate important deadlines and reduce time spent on student outreach. **COMPLETED**
  + Should have an interface able to be interacted with

1. **Weekly Progress Updates**
2. **Compiled Updates Showing Team Member Contributions**:
   * Collect and compile weekly progress updates from each team member.
   * Include details on what each team member worked on, their progress, and any issues they encountered.

## Weekly Progress Updates

### Week 1

- EVAN REINHEIMER:

- Completed Initial Planning Document

- Completed Data Entry Code.

### Week 2

- JENNA GUFFY:

- Peer Reviewed, Edited

- EVAN REINHEIMER:

- Peer Reviewed

- Finished Deliverable Documents

- ANDREW EVANS:

- Complete HTML and CSS Code