**CMIS 4920 - Task Completion Report**

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

**Sprint #:** 6

**Sprint start date: 3/31/25 finish date: 4/13/25**

**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.
* Meet with Office of Veteran Student Success to review program **COMPLETED**
* Complete user manual **COMPLETED**
* Complete remaining deliverables **COMPLETED**
* Complete 360 video walkthrough **CONTINUED**
* Add batch email functionality with included search in new page **COMPLETED**

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

- ANDREW EVANS:

- Further Bug Fixes

- EVAN REINHEIMER:

- Worked On Manual Drafts

- JENNA GUFFY:

- Further Bug Fixes

- Meeting Held

### Week 2

- JENNA GUFFY:

- Further Bug Fixes

- Manual Edits and Recommendations

- EVAN REINHEIMER:

- Completed Manual Draft

- ANDREW EVANS:

- Further Bug Fixes

- Manual Edits and Recommendations