With each sprint on a separate sheet, one user story per row – Must be created before sprint 1 and updated at a minimum of once a day during the sprint.

It includes:

1. Sprint Goal and Number.
2. Story copied from the project backlog or a sprint task story.
3. Story Type: F (functional), NF (non-functional) with a subtype: B (bug), T (technical work), KA (knowledge acquisition).
4. Story Points.
5. Story Points Completed.
6. Team Member Names and percentage of contribution to the story.
7. The file name should be as follows:
   1. **GroupName\_Deliverable\_i\_SprintBacklog\_j (i = 1..4 & j = 1..6).**