# Requirement 1: Define the Project Scope and Stakeholder Engagement

## 1. Project Scope

Scope: Define the overall scope of the hackathon event. This includes identifying the event's key features, such as securing the venue, setting up a schedule for workshops and coding sessions, and coordinating with sponsors to ensure resources are available. Budget constraint: $15,000.

## 2. User Stories

* As a participant, I want access to mentors so I can get guidance on my project during the hackathon.
* As an organizer, I want to secure sponsorships to provide prizes and cover event costs.
* As a mentor, I want a clear schedule of participant needs so I can prepare effective guidance.
* As a sponsor, I want branding visibility at the event.
* As a participant, I want reliable Wi-Fi to ensure smooth development during the hackathon.
* As an organizer, I want timely communication with all stakeholders to avoid last-minute issues.

## 3. Stakeholder List

- Mentors: Provide guidance to participants.

- Participants: Compete and collaborate in the hackathon.

- Sponsors: Support the event with funds and resources.

- Vendors: Supply materials and services.

## 4. Communication Plan

- Mentors: Weekly updates via email, final briefing two days before the event.

- Participants: Event information sent via email and app notifications weekly, daily updates during the event.

- Sponsors: Monthly status updates via email, post-event summary report.

- Vendors: Emails and phone calls as needed, regular updates two weeks before event day.

# Requirement 2: Work Breakdown Structure (WBS)

The event is divided into six major tasks with corresponding sub-tasks. Below is the Work Breakdown Structure (WBS).

## WBS Table

Task 1: Venue Setup  
- Sub-Task 1: Secure venue  
- Sub-Task 2: Organize hackathon equipment (laptops, internet, etc.)

Task 2: Sponsor & Mentor Coordination  
- Sub-Task 1: Identify sponsors  
- Sub-Task 2: Recruit mentors

Task 3: Participant Outreach  
- Sub-Task 1: Open registrations  
- Sub-Task 2: Confirm participants

Task 4: Event Marketing  
- Sub-Task 1: Launch campaigns  
- Sub-Task 2: Promote sponsorships

Task 5: Workshop Scheduling  
- Sub-Task 1: Plan workshops  
- Sub-Task 2: Schedule mentors

Task 6: Event Execution  
- Sub-Task 1: Ensure smooth execution on event day  
- Sub-Task 2: Provide participant support

# Requirement 3: Event Schedule & Sprint Planning

## Event Schedule

The schedule shows task dependencies, timelines, and assigned teams.

## Sprint Plan

Sprint 1: Initial Setup & Logistics  
 Goal: Secure foundational elements for the hackathon.  
- Task 1: Secure event venue  
 - Owner: Venue Team  
 - Deadline: Week 1  
- Task 2: Recruit sponsors and mentors  
 - Owner: Sponsor Team  
 - Deadline: Week 1

# Requirement 4: Event Wrap-up & Sprint Retrospective

## Event Wrap-up Report

Summary: The hackathon successfully hosted 150 participants with 10 mentors, 3 speakers, and 5 sponsors. Budget used: $15,500 (including an additional $500 expense for Wi-Fi issues). All vendor payments were completed, and the venue was cleaned up and closed.

### Key Metrics

- Total Participants: 150  
- Mentor Ratio: 1 mentor per 15 participants  
- Sponsor Contributions: $10,000  
- Surveys Received: 100 responses

## Sprint Retrospective Summary

What went well:   
- Efficient participant registration.  
- Smooth workshop scheduling.  
  
 What didn’t go well:   
- Wi-Fi issues at the venue delayed projects and caused additional costs.  
  
 Areas for Improvement:   
- Ensure reliable Wi-Fi at venues.  
- Enhance contingency planning for critical facilities.  
- Increase mentor feedback sessions to better align goals with participant needs.