

# BeWhoop Sprint Template

## Sprint Planning

**Prioritized Modules/Features from Backlog**

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## Sprint Goal

*Describe the main objective of this sprint.*

## Sprint Tickets

Task	Description	Assignee	Est. Time	Acceptance Criteria	Status
Task 1	Brief description	Name	4 hrs	List criteria	Not Started
Task 2	...	...	...	...	...

## Sprint Execution (Check lists)

- Code follows naming conventions
- Automated tests (where applicable)
- Daily Standups every other day

## Standup Log

Date	What I Did	What I'm Doing	Blockers
Day 1	...	...	...
Day 3	...	...	...

## Sprint Review & Demo

- Live demo completed on staging
- Internal feedback collected (Google Form link)
- User feedback collected
- Incomplete flows marked with reasons

Feature	Status	Issues	New Timeline
Feature A	Demoed	Minor bug	NA
Feature B	Incomplete	Blocked	Sprint X

## Sprint Retrospective

**What went well?**

**What didn't go well?**

**What to improve?**

## Feedback Integration

Feedback Type	Source	Date	Action Taken
Code Review	Lead Dev	Ongoing	Refactored X
Internal Demo	Team	Sprint End	Prioritized Feature Y
User Testing	Early Users	Bi-weekly	Adjusted UI

## Documentation & Handoff (CheckList)

- Updated API table
- Plain English module description

