

This document is a template for students at PRO1000 USN to report their activities and reflections when conducting a Sprint, according to Agile software development approach. The document has four sections:

## Section 1 - Meta information

Team: [USN Start Coworking Space]

Sprint number: [2]

Schedule: [18.02.2024-01.03.2024]

## Section 2 – Sprint planning note

### 2.1. Sprint goals

The goal of sprint 2 is to determine and create structure for the website layout.

### 2.2. Definition of done

Being done means that we have completed our Todo list, testing on different applications and hardware, updating product backlog, and marking sprint as ready for production.

### 2.3. Sprint backlog items

Item Id	Item description	Size Estimation	Customer value
U01	As a site member, I want to see a website that has a meaningful and easy to navigate layout	6	High
U02	As a site owner, I want to see my company's color theme reflected on the website	5	Low
U03	As an investor, I would like to see a more high-fidelity prototype of the website	4	High

### 2.4. Kanban management board

## Section 3 – Sprint Review note

### 3.1. Reflective summary

Participants: Richard, Khalif, Anwar, Cabdi  
Meeting duration, location: Discord

We have felt that sprint 2 was a success and we managed to complete our goals and finish the Todo list for sprint 2. This has given us a great advantage when going into sprint 3 as we don't have to start working on artifacts from sprint 2.

Item Id	Item description	Estimation	Status	Demo
U01	As a site member, I want to see a website that has a meaningful and easy to navigate layout	6	Finished	Yes
U02	As a site owner, I want to see my company's color theme reflected on the website	5	Finished	Yes
U03	As an investor, I would like to see a more high-fidelity prototype of the website	4	Finished	Yes

### 3.2. Customer feedback

- Overall, the Sprint 2 goal is well achieved as we have managed to determine and plan a structure for the website.
- Story U01 is complete. The website has become easier to navigate through and it should be intuitive for a first-time user to use.
- Story 02 is complete. The themes of USN are now reflected on the website.
- Story 03 is complete. We have now made a high-fidelity prototype that we have used to gauge other user-stories with.

## Section 4 - Retrospective meeting note

[Participants: Richard, Khalif, Anwar, Cabdi

Meeting duration, location: School meeting room

Summary of :

- Start doing
- Stop doing
- Continue doing]

### Start Doing:

- Implement More Informal User Feedback Sessions: Begin conducting weekly user feedback sessions to gather direct input from potential users of the coworking space app.
- Converge the high-fidelity prototype to the real production.
- Enhanced Testing Procedures: Introduce proper test plan with a list of test cases to identify and fix bugs more efficiently.

### Stop Doing

- Stop coming late to meetings: for all members!
- Overlooking Mobile Optimization: Cease any practices that don't prioritize mobile optimization, ensuring that the app's performance and user experience are optimal on various mobile devices.
- Slow start to produce artifacts from the sprints.
- Infrequent Communication: Discontinue the practice of infrequent team meetings or updates, which can lead to misalignments and delays.

### Continue Doing

- Kanban board in GitHub: this is a good practice to give overview of team status.
- Keep having good team morale and collaborating well within the sprints.