**Sprint 1 Report**

Title: Summarize Everything

Team: Summarize Everything

Jan. 25, 2022

**Actions to stop doing**

* Not keeping up with documentation. Having documentation be up to date is useful for keeping track of progress within sprints.

**Actions to start doing**

* Start posting frequent updates to the group channel. This would be a way for the team to ensure that consistent progress is being made.
* Commit and push more frequently. This would also ensure consistent progress and allow for code review to point out issues that need to be resolved.
* Work in branches to squash and merge. This reduces the amount of merge conflicts and makes the commit history more aligned with tasks.
* Keep track of the sprint burn-up chart as the sprint progresses. The team would know the current progress within a sprint and see if they are ahead or behind schedule.

**Actions to keep doing**

* Peer review after commitment. This keeps team members accountable for what they say.
* Meet 3+ times a week for Sprint Stand-up. This reveals issues that might be present early on and encourages team members to make progress on each sprint.

**Work completed/not completed**

* *Completed*
  + Gathered at least four cleaned datasets so training could begin
  + .txt files can be uploaded to the frontend
* *Not Completed*
  + (Sebastian) Did not finish the checking process of summarizing as there wasn’t a set model to show on frontend. Will finish in a later sprint.
  + Process status of summarizing
  + The summary output can be seen as a response from the backend, but is not visible to the frontend yet

**Work completion rate**

* # of completed User Stories: **5 of 6**
* Estimated work hours from sprint: **12.5 hr**
* # of days in sprint: **14**