**Sprint 1 Report**

**Actions to Stop Doing**

* Stop spending too much time on Scrum meetings- We go over 15 minutes very often, because we start discussing project specifics. The involved parties should discuss these things after the meeting.
* Stop taking prolonged breaks during group work sessions. This distracts other members and impedes project progress as a whole.
* Thinking ahead. Sometimes we spend a lot of time planning further ahead which ultimately gets us nowhere. Better to focus on the tasks now and then plan for next sprint later.

**Actions to Start Doing**

* Follow scrum protocol more strictly. Sometimes we will hold the meetings and not be standing up, or members will be working while meeting.
* Be more vocal with what team members are working on outside of Scrum meetings. This helps with team members who need to work with each other.
* Update Asana— virtual scrum board— with progress. Documentation of work allows for Scrum master and other members to keep track with the team.
* Spend more time working. We spent a lot of time sprint 1 reading about new technologies and getting into the flow of things.

**Actions to Keep Doing**

* Keep having group work sessions. When we work together as a group, we have easy and quick access to other individuals from the group for collaboration.
* Planning poker. This helped us envision what tasks needed to be done and how long they would take.

**Work Completed**

* **Frontend-** Feed layout, Senator page layout, UI Design
* **Backend-** Senator Information/API

**Work Not Completed**

* **Frontend-** Bill layout
* **Backend-** Bill Info/API

**Work Completion Rate**

* Finished 4/6 user stories, with the remaining 2 stories almost finished (takes maybe one more day to complete)
* Spent accumulated estimate of 140 hours total within the whole group. This included learning new technologies and coding their specific tasks.
* 14 days during the prior sprint (Sprint 1)

