The **Product Owner** of your group should open this file and all group members should contribute to completing this activity sheet.

|  |  |
| --- | --- |
| **LINE MANAGER:**  **[insert tutors name]** | **Dr. Naomi Adel** |
|  |  |
| **GROUP NAME:** | A17\_6 |
|  |  |

Once completed save the file and upload to your MS Teams chat group using the ‘**Files’** area.

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| **SPRINT 1A: RETROSPECTIVE & PERFORMANCE** | |
| In this section, you should reflect on your overall team performance for **Sprint 1** up to this point. Remember this is about the team as a whole and how team working went. | |
|  | |
| **Summary:**  *Write a short summary of the team’s performance in the last sprint. Did you achieve all the tasks you set out to achieve? Were there any issues?* | We completed all our goals, we faced some few challenges, but we got through it |
| **Accomplishments:**  *Write 3-5 bullet points of things you all feel the team did well over the last week (keeping scheduling, having effective meetings, etc.)* | * Creating the wireframes * Helping others with difficult task * Generating ideas for other people to follow |
| **Further Work:**  *Write 3-5 bullet points of things you all feel the team did NOT do well over the last week (be accurate and honest) This is a learning process and when we are learning we all make mistakes. What is important is to reflect on them and look at how you can improve for the next sprint. No team, ever, can honestly say there are not problems, and everything went fantastic.* | * Did not work very fast enough * Attendance to lecture was not very good * Everyone needs to be more active on Trello |

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| **SPRINT 1B: PRODUCT REVIEW** | |
| This activity is to review the emerging product at the end of **Sprint 1**. In this case this is your background research and the first stage of the development for your product. In this section you will reflect on the current state of the product. Remember this is a work in progress and in the very early stages. Most of what you should have been doing is background research and setup, but you should still have an emerging idea for your product and material to review. | |
|  | |
| **Summary:**  *At this stage, you should be reviewing the knowledge and understanding you have developed about the product (how well do you understand what you are building, is there sufficient knowledge of the background to the product to start building, etc.).* | Yes we all have a general idea about creating this website |
| **Aspects/Features of the product that are desirable (and implemented)** | We have a homepage and logo that is working perfectly fine and also been tested |
| **Aspects of the emerging product you feel are not fit for purpose (meeting end user needs)** | Everything at this point seems to be okay. |

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| **SPRINT 1B: MATCH TO PROBLEM DOMAIN** | |
| In this section you need to reflect on how well the emerging product is addressing the problem domain you identified in Week 2. When you developed the problem you should have identified some requirements for it. These should be high level (human/user) aspects of the project.  Given the current stage of the project you should be considering how well your background research and setup reflects these, and whether you are fully addressing the whole problem domain. There will be outstanding issues that you have not addressed. These should be recorded here. | |
|  | |
| **Outstanding Issue 1:** |  |
| **Outstanding Issue 2:** |  |
| **Outstanding Issue 3:** |  |

|  |  |
| --- | --- |
| **SPRINT 1B: NEW UNDERSTANDING** | |
| As you have explored the emerging product you should have developed new understanding of the problem domain and solution space.  This may mean you need to reconsider some things you have previously thought of, or develop new ideas that address issues that have arisen from your discussions. As you consider them think about whether there are any changes to the problem domain or the solution (product) you are creating and document them here (duplicate this table for each new area identified). | |
|  | |
| **Areas:** | Added contact and review page |
| **Problem Domain:** | This was not mentioned at first in our startup idea but we have decided to add these 2 pages to our website. |
| **Solution Space:** | There will be and extra 2 pages on our website now which are contact us page and a review page which users can interact on. |

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| **SPRINT 2: PLANNING** | | | | |
| This is the activity that will take place between Week 4, Week 5 and Week 6 sessions. It should be focused on the second stage of the development for your product. | | | | |
| **Activity:** |  | | | |
| **Objective:**  *You should define an objective for the end of the week (i.e. what would a successful week look like).* | We should have the previous spring document completed and goals accomplished. We should have more tasks completed on Trello as well as more being uploaded. More progress and pages should be added to our website. | | | |
| **Goals**  *You should consider a set of goals for the sprint and estimate how many person hours they will take to deliver (you will get better at time estimation as this process goes, so don’t worry too much about being wrong here). Think about 5-6 goals for this sprint. Try not to overly define them, but be realist about time.* | **Goal 1:** | **Objective** | | **Time Estimate (hours)** |
| Create and contact page | | 1.5 hour |
| **Goal 2:** | **Objective** | | **Time Estimate (hours)** |
| Create and complete health page | | 1.5 hour |
| **Goal 3:** | **Objective** | | **Time Estimate (hours)** |
| Create a team meeting to catch everyone up on what has been done and what needs doing | | 2 hour |
| **Goal 4:** | **Objective** | | **Time Estimate (hours)** |
| Gather research for the mental health page and statistics | | 2.5 hour |
| **Goal 5:** | **Objective** | | **Time Estimate (hours)** |
| Make home page navigation bar so other pages can be accessed | | 1 hour |
| *The Total time estimate is the sum of the time estimates for each goal. It should reflect 10 hours per person to be completed between this session and next weeks, as part of your group activity.* | | | **Total Time Estimate (hours)** | 8.5 hour |

Once completed do not forget to save your work as **[03\_ SPRINT 1 Activity Sheet]**

Upload the completed report to your Microsoft Teams ‘**Files’** area for the MS Teams channel you have been provided with.

Make sure you have added any new task ideas to Trello. These should have gone in the ‘proposed’ list. Now it's time to review all the tasks in the proposed list and put them in either the ‘Project Backlog’ or ‘Discarded’ Lists.

Remember, You can create tasks at any time in the project and add them to the ‘Proposed’ list but only review them when the team is all together.