**Event Wrap-up & Sprint Retrospective**

**1. Event Wrap-up Report:**

**Summary of the Event:**

The hackathon was successfully held with 150 participants.

The total budget for the event was $15,000.

However, an additional cost of $500 was incurred to resolve the Wi-Fi issue.

**Key Metrics:**

Attendance: 150 participants

Budget without additional expenses: $15,000

Additional Expenses (Wi-Fi Fix): $500

Survey Responses Post-Event: 100 responses

**Completed Tasks:**

All payments to vendors were processed.

The venue was cleaned and cleared of any event materials.

Follow-up with sponsors was completed to thank them for their contributions.

**Confirmation of Activities:**

Vendor Payments: Completed

Venue Cleanup: Completed

Sponsor Follow-up: Completed

Wi-Fi Issue Resolved: Completed (additional $500 cost covered)

**2. Sprint Retrospective Summary:**

**What Went Well:**

The venue setup was smooth, and the logistics team ensured everything was in place.

Most tasks were completed on schedule, and the event had a strong turnout with 150 participants.

Sponsors and mentors were successfully coordinated, which contributed to a positive experience for participants.

**What Didn’t Go Well:**

The Wi-Fi issue caused major disruptions. Many participants working on cloud-based projects faced delays, affecting their ability to complete tasks.

The unexpected cost of $500 to resolve the issue was not initially budgeted for.

**Areas for Improvement:**

Pre-event testing: Ensure that all technical aspects (like Wi-Fi and internet) are tested thoroughly before the event begins.

Contingency Budget: Set aside a contingency fund for unexpected costs like this.

Backup Plans: Have backup technical solutions ready in case of issues like network problems.