Heading: Document name ("Sprint # Report"), product name, team name, date.

• Actions to stop doing: These are the activities or actions the team determined they

should stop doing. This is the answer to the question, "What things should we stop

doing?" The items should take the form of a brief description of what the team wants to

stop doing, followed by a brief explanation. If there are no items, this section should

describe why the team is completely satisfied with their current process.

Examples: The team should stop holding daily scrum meetings at 7am in the morning,

because nobody can make that meeting time. The team should stop allowing daily scrum

meetings go over 15 minutes, because the meetings are less effective that way.

| **What not to do!**   1. Do not make overly broad user stories 2. Do not import libraries without asking |
| --- |

• Actions to start doing: These are the activities or actions the team would like to start

doing to improve their development process. This is the answer to the question, "What

should we start doing it?" The items should take the form of a brief description of what the

the team wants to start doing, followed by a brief explanation.

Examples: The team should schedule more group work sessions, since these are very

effective at getting work done. The team should be more accurate at estimating work

tasks, since tasks were consistently under-estimated last sprint.

Things to consider

1. Make use of available resources ie rooms and TAs
2. We need to make use of the sprint board to a better degree / more communication on what people are working on
3. Need to make simpler and more simplistic user stores
4. Need to schedule group sessions so we can all work on the project at once

• Actions to keep doing: This is the answer to the question, "What is working well that we

should I continue to do it?" The items should take the form of a brief description of what the

the team wants to start doing, followed by a brief explanation.

Actions to keep doing

1. The group has been good at attending meetings

• Work completed/not completed: This is a list of the user stories that were completed

during the previous sprint, and a list of the user stories not completed during this sprint

(but which were part of this sprint, and were in the sprint plan).

Completed Tasks

1. User Story 1.1 A user, I want to be able to access this app through the Internet because keeping track of my workouts and calories is tedious with pen and paper.
2. User Story 1.2 As a user I want to be able to login and create an account
3. User Story 1.4 As a user I want to be able to enter nutritional information

• Work completion rate: This section should report the following: total number of user

stories completed during the prior sprint. Total number of estimated ideal work hours

completed during the prior sprint. Total number of days during the prior sprint. For the

previous sprint, the user stories/day and ideal work hours/day figures should be reported.

For sprints past the first sprint, this section should also provide the average user

stories/day and average ideal work hours/day figures computed across all sprints to date.

The final sprint burnup chart for the previous sprint should be available for viewing in the

lab and an email of this chart sent to the TA/prof.

Completion Rate

Completed Stories

User Story 1.1 A user, I want to be able to access this app through the Internet because keeping track of my workouts and calories is tedious with pen and paper.

User Story 1.2 As a user I want to be able to login and create an account

User Story 1.4 As a user I want to be able to enter nutritional information

Estimated Work Hours

Standups 1.5 hr

Weekly Teams Meetings 2 hr

TA Meetings 2 hr

Group Work 8 hr

Individual Work ~5 hr per member per week

Worked Days

Over the past two weeks members worked together for the following days

Monday

Tuesdays

Thursdays

Fridays

Stories per day

Over the past two weeks sprint members worked on the project approx 8 days leading to approximately .4 stories being completed per day.