**Product Name:** MuscleMinder

**Team Name:** FitTech Innovators

**Date Range:** May 8, 2021 to May 21, 2021

**Actions to Stop Doing**

The team has not identified any specific actions to stop during this sprint. The recent implementations of more effective task deadlines and enhanced communication led to a more efficient workflow. These changes have contributed positively, negating the need to eliminate any current actions.

**Actions to Start Doing**

To further improve our development process, some actions we should start doing:

* Implement Regular Check-Ins: To ensure all team members are on track and to address any issues promptly.
* Utilize More Collaborative Tools: To improve project visibility and task management among the team.

**Actions to Keep Doing**

Our current actions are performing well, and we will continue with:

* Effective Communication: Continuously engaging in open and frequent communication which proved essential in keeping team members aligned and focused.
* Structured Deadlines: Applying strict deadlines helped in maintaining a steady pace of work and early completion of tasks.

**Work Completed/Not Completed**

**Completed:**

* High Priority User Story 3.1 [8 points]: As a user, I want the app to suggest exercises when I select a muscle group so that I can effectively target that area.
* Medium Priority User Story 3.2 [5 points]: As a user, I want the ability to adjust my workout plan based on the app's recommendations for balanced muscle development.

**Not Completed:**

All planned user stories for this sprint were completed.

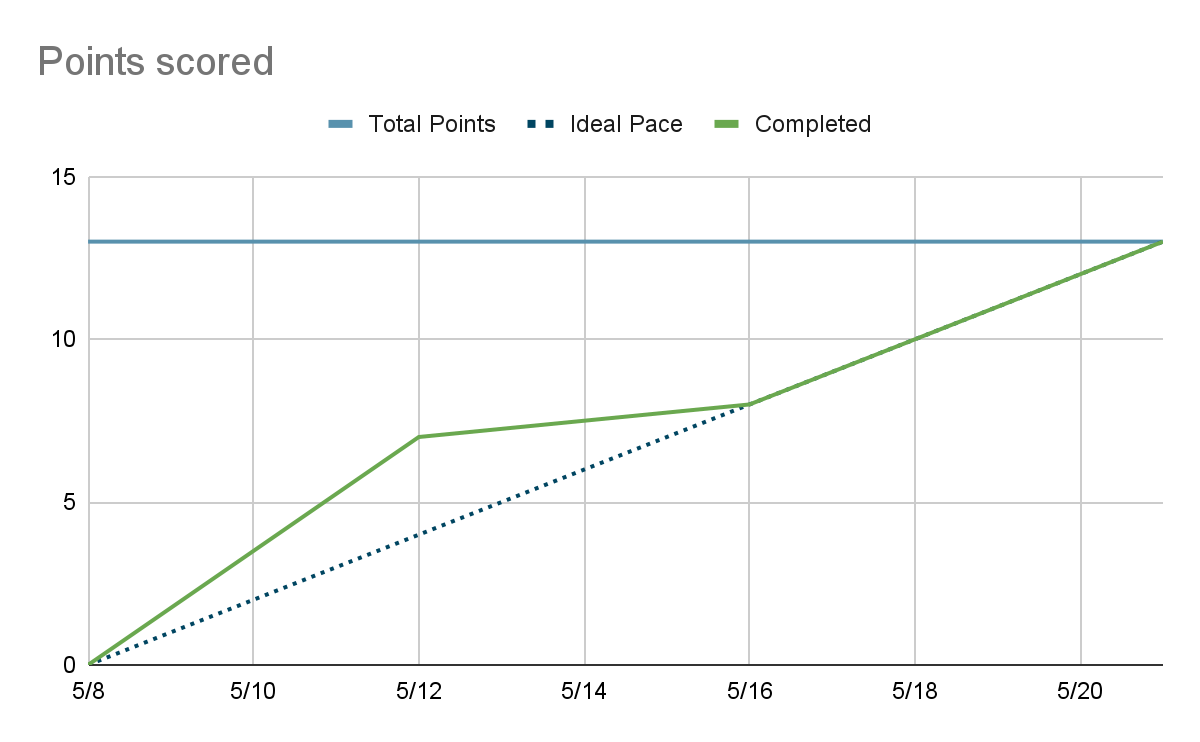
**Work Completion Rate**

**User Stories Completed During Previous Sprint:** 2 user stories

**Total Number of Estimated Ideal Work Hours Completed During Sprint 3:** 47

**Total Number of Days During Sprint 3:** 14

**Average User Stories/Day Over Sprints 1-3:** Approximately 0.21

**Average Ideal Work Hours/Day Over Sprints 1-3:** Approximately 2.37  
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