**Sprint Report Document**

<<Company Name>>

<< Team Member >>

<< Team Member >>

<< Team Member >>

<< Team Member >>

<< Team Member >>

(This document is completed at the end of each sprint. It contains information regarding what has been accomplished as well as some reflective thoughts.)**1. Sprint Planning Meeting -** <Date Conducted>

**1.1 Sprint Backlog**

<< Specify the location of the project backlog. Normally, items for this sprint’s backlog should be placed in the Project Specification document. If another location is being used, specify it here. >>

**2. Sprint Review Meeting –** <Date Conducted>

**2.1 Customer Demo**

<< Provide a brief description of what was demonstrated to the customer. >>

**2.2 Stakeholder Involvement Review**

<< Provide information regarding meetings with relevant stakeholders (sponsor, etc.) and whether there was an adequate level of involvement. If not, indicate what future adjustments will be made to ensure greater stakeholder involvement. >>

**2.3 Data Management Review**

<< Perform a review to ensure adherence to proper data management policies. Identify any issues and actions taken to rectify the issues. If the issue was recorded as part of the risk plan, identify the associated identification number. Indicate how the team will work to prevent such issues in the future. >>

**2.4 Requirements/User Story Review**

<< Review project requirements/user stories with the customer and update any requirements/user stories as necessary. Provide a brief overview of any review activities and requirement/user story changes. >>

**2.5 Progress Review**

<< Provide a brief description of the work which was completed (and not completed) during this sprint. >>

**3. Sprint Retrospective Meeting -** <Date Conducted>

**3.1 Top Highlights**

<< Identify several things that went well during this sprint. >>

**3.2 Top Lowlights**

<< Identify several things that did not go well during this sprint. >>

**3.3 Reflection on Improvements**

<< Identify improvements to the process, etc. that could help the team perform better during the next sprint. >>

**4. (Include this section for your final sprint)**

**4.1 Recommendations for Future Projects**

<< Base on your experience, list any recommendations that you might have for future student teams working on capstone projects. >>

**4.2 Project Size and Effort Estimates**

**4.2.1 Size Estimates**

|  |  |  |
| --- | --- | --- |
| **Metric** | **Estimate** | **Actual Size** |
| SLOC | 2000 Lines | 2457 Lines |
| Classes | 12 Classes | 11 Classes |
| Modules | 3 Modules | 3 Modules |
| Help Document | 15 Pages | 25 Pages |
| User Story Points | 142 points | 172 points |

<< Provide a description of how your estimates compared with the actual values. Discuss why you believe (e.g. lack of experience, changes in requirements, etc.) any deviations occurred. Complete for whichever metrics your team used>>

**4.2.2 Effort Breakdown**

<< Complete the following table by breaking down the amount of effort (as a %) that was spend during each of the following stages of the project. >>

|  |  |
| --- | --- |
| **Project Area** | **% Effort** |
| Training | e.g. 5% |
| Requirements | 15% |
| Design | 20% |
| Coding | 25% |
| Testing | 25% |
| Mid-term and Final Reports | 10% |