**ITIN 4440**

**Sprint 4 Report Out**

**Report what user stories/features were included in this sprint - Scrum Master**

This sprint included the following features:

* Pushing the scheduler and the rest of the website changes live and handing off control to Kip
* Finalization of changes to improve the SEO performance of the website
* Full review of the website on mobile to make sure that the user experience was not compromised
* Review of the PayPal integration to assure correct functionality
* Zip Code redirection
* Final version of the user guide
* Email template finalization

**Present the work completed this sprint - Developer**

The main development this Sprint was getting the zip code redirect page working and integrated in with the current scheduler page. This functionality makes the user type in the zip code of their event first and then if it is a valid zip code from one of the allowed cities, it will pop up that city’s scheduler without reloading the page. If it is not a valid zip code in one of those cities, then an error message will show and tell them need to call to schedule an event that is not within one of those cities. Aside from that, we also were able to recheck all of the previous stories on the live site, we made sure that PayPal is using the proper account, and we cleaned up and commented any code that we wrote.

**How did the team successfully meet the acceptance criteria? - Tester**

For this last sprint, the team’s user stories were to make sure that the overall site is ready to be handed off to the Wildlife team and that all information is passed off to Kip in an easy to understand manner. Acceptance criteria for the stories was mainly for this purpose, mostly small tasks that will help make the site very easy to use for both the team and the customer. We successfully met each of the criteria by continually looking over the info for the scheduler and the site and confirming that settings are easy to understand, the process is easy to use, and the information given by the site is helpful for the viewer.

**What worked well in this sprint that we want to continue doing? - Scrum Master**

This sprint we managed our time a lot more effectively, allowing us to not need a rush at the end to get everything done. We also kept team communication up, which helped with collaboration on multi-team user stories. We also made sure to contact Kip through a video call to make sure that he was ready for the handoff.

**What didn’t work well that we should stop doing? – Scrum Master**

There was a bit of a miscommunication with Kip at the beginning of the sprint. He wanted to do changes to the scheduler that we weren’t aware of, which caused some panic on our side, and some frustration on his. We should stop delaying in asking questions of our product owner when we feel that we’re not on the same page.

**What should we start doing or improve? – Rotate**

We should do more to set a hard time for pushing our product live, so that it is less easy to walk back the time or drag one’s feet on the switch. This was not Kip’s fault, as we were responsible for the delay as well.

**Present information on how story/feature was tested. – Tester**

Each story was tested by making sure that each part of the team has successfully worked to complete their task. Then the Testers work through each of their work and makes sure it works for the end user and the Wildlife team, seeing the feature through their perspective to make sure that they can understand the feature and what it does.

**Updates on changes to the UI Design - UI/UX**

One of the changes we made was to the email section of acuity. Finding that CSS was not the best choice for the client, we ended up going with the default style since adding CSS would cost the client extra money and seemed like the best route to go. Edited color scheme for the best visual experience with the client and that the layout made sense. Cleaned up the FAQ page and the contact us page, while figuring out the best way to make the changes to the contact page so it would give the full information to the client. Worked on finishing the pages that are presented throughout the assignment and finalize it so that we could push it live.