**Sprint 4 Report, Slugloop, 06/06/2023**

* **Actions to stop doing:** 
  + We need to stop working on high priority tasks individually to prevent deadlocks in user story completions
  + Working on tasks at a random pace instead of steadily completing them
  + Creating pull requests and integrating code with main branch that hasn’t fully tested
* **Actions to start doing:** 
  + We need to start spending more time working synchronously so that we can assist each other instantly so as to limit downtime caused by lack of knowledge
  + Scheduling meetings more frequently that every team member is available for
* **Actions to keep doing:** 
  + We need to keep communicating via text channels multiple times daily
  + Being able to drop tasks to help on more high priority tasks
* **Work completed/Not completed:** 
  + User stories completed: 1, 2
  + User stories not completed: 3, 4, 5, 6
* **Work completion rate:** 
  + 5 Tasks completed, 2 users stories fully completed
  + About 30-35 hours worked per person over the past 28 days with a total of about 190 hrs.
  + For the past 4 sprints we’ve averaged <1 sprint tasks per day, 3 user stories per sprint, and around 1 hr per day of work per person(6 total hrs per day)