PERSONAL TASK MANAGER

Final Project Report – Sprint 1

Project Duration: 31/01/2025 - 07/02/2025
Project Objective: Successfully complete all assigned tasks while optimizing efficiency and teamwork.
Total Story Points Delivered: 17 Story Points

Key Accomplishments

- **Completed Tasks:**
    - Write a resume (5 SP)
    - Learn Jira basics (5 SP)
    - Read and finish the book (3 SP)
    - Daily workout session (3 SP)
    - Organize PC files (1 SP)
- **Jira Utilization:** Effective backlog management, sprint tracking, and reporting.
- **High Completion Rate:** All high-priority tasks were completed on time.

Lessons Learned & Retrospective Insights

Category	Key Takeaways
Start Doing	- Improve story point estimation for better accuracy. - Allocate buffer time for unplanned work. - Break down large tasks into smaller subtasks.
Stop Doing	- Overestimating simple tasks. - Ignoring buffer time in sprint planning. - Allowing unplanned distractions.
Keep Doing	- Using Jira for structured task tracking. - Completing all assigned sprint tasks. - Maintaining strong team communication and collaboration.

Summary & Next Steps

This project sprint was successful, with 100% of tasks completed. The team efficiently used Jira for task tracking and backlog management. However, there is room for improvement in estimating work effort more accurately and incorporating buffer time for unexpected delays. Moving forward, we will refine our sprint planning process to further enhance efficiency and workflow.

Next Steps:

- Implement a more precise estimation strategy.
- Introduce buffer time for handling unexpected delays.
- Continue leveraging Jira for sprint tracking and workflow management.
- Maintain strong team collaboration and structured workflow processes.