

Information Systems Consulting Project (67-373)

2/19 Sprint Report

An important component of project success is following a disciplined life cycle approach. Your team is required to submit regular sprint reports to Canvas. These sprint reports will be used to: 1) inform stakeholders of the team progress; 2) reflect on accomplishments and roadblocks; 3) to evaluate individual contributions; and 4) reflect on the implications of progress made or delayed. For many teams, this report will serve as the advisor meeting agenda, during which each team member should be prepared to speak about their contribution to the accomplishments, goals, blocks and community partner relationship.

Weekly sprint reports not only serve as an essential tool for keeping your advisor and other stakeholders apprised of your progress but also provide valuable experience you will use in the future. In the professional world, especially in consulting and project management, regular progress updates and communication are standard practices. By learning to prepare concise and thoughtful reports, you will practice key skills such as time management, effective communication, and the ability to analyze and report on project status. Additionally, you will practice a proactive approach to problem-solving, as you identify, reflect upon and address obstacles early.

As a team, you will develop a project plan to guide your semester efforts. The project plan will be updated weekly and have a direct correlation with efforts described in the sprint report. Teams can use project management tools that they are familiar with, or can use a simple spreadsheet approach. Examples of spreadsheet project plans are provided in Canvas.

DUE: As assigned end of day prior to scheduled Advisor Breakouts
SUBMIT: As a PDF to the appropriate sprint report dropbox in Canvas.

1. Header

GLOW with Dr. Row

Dr. Row

Rosemary, Evelyn, Sidney

Jeria Quesenberry

[Project Plan](#)

[Meeting Minutes](#)

2/12 - 2/19

2. Accomplishments Since Last Sprint

Present your accomplishments in a table. Cut and paste your goals and targets for this

sprint (from last week's report). Indicate all tasks fully completed or in-progress since the last sprint report. Add (and note) any new tasks that have been accomplished since the last sprint. Each task should relate to the team's functional / non-functional requirements (features or bug fixes), general chores (such as meetings, class attendance, user testing, etc.) or milestones (proposal presentations, MVP delivery to the client, etc.).

Task targets from the previous sprint report should be addressed in the Retrospective column as shown in the example below. Your retrospective should include, depending on the status:

- If completed: How did completing the task go? How did time spent compare to the time estimate. To what do you attribute the difference?
- If in the backlog, what impacted the change in plans? How is the understanding of the task changed going forward?

Here's an *example*:

Task Description	Time Spent vs Estimate	Completion Status	Team Member/s	Sprint Retrospective
Film first video tutorial for how to bookmark a web app on your phone for Dr. Row	30 mins 15 mins	Complete	Rosemary	Completing the task was relatively easy. Had an unexpected addition of editing the video and adding annotations, as well as voiceover, so time took a bit longer than expected.
Open a google analytics stream for Dr.Row 555 and look into implementation	1 hour 1 hour	Complete	Sidney	Was easier than expected. Just need to get edit access from Abby so the analytics links can be inserted
Turn lo-fi wireframes into hi-fi for presentation to client at next meeting	2h 1.5h	Complete	Evelynn	Have not used Figma in a while and getting up to speed on the current website's design system.

3. Blocks and Problems

List any blocks or problems that hindered progress over the past week. This section should list all blocks or problems, whether related to technology, team dynamics, project management, unexpected or unexcused team absences, intra-team communication, quality of team meetings, quality of work products, missed deadlines, or missed significant project

milestones. Provide specifics and discuss how these blocks or problems may be mitigated during the coming week. Comment on any potential or real project slippage due to the factors listed. Consider presenting this in a table format for easy review.

Block / Problem Description	Reason for Block	Mitigation Plan	Project Impact
Not able to insert the google analytics links into code	No edit access from Abby yet	Reached out to set a meeting.	Low
Current website's backgrounds are static images inserted, which isn't as apparent on the current website since you never need to scroll down on it.	Previous student team's implementation choices	Talk with team to see if we want to stick super closely to the current design or is it okay to tweak it. Either way, we will most likely have to remove the images and actually implement the design with code. Designed the hifi with a slightly different less complex background style.	Low

4. Goals / Targets for the Next Sprint

In this section, list all tasks planned for the next sprint. For each task include a task name, a brief specific one-sentence description, the team member's name who will work on the task and approximately how many hours they are expected to spend on the task. Again, it is useful to present targets in a table format.

Task Description	Time Est	Team Member/s	Risks / Mitigation
Finish google analytics implementation and testing Start collecting user testing contacts	2 hours	Sidney	In case of no response from Abby, contact Dr. Row to reach out.
Migrate the “breathe 555” to the landing screen of the website Make 2 Google forms: 1 for feedback after completing the 555, 1 for people interested in GLOW!	2h	Evelynn	No editing permissions to the actual repo so will make changes to a fork of it
Record a video testimonial for how to use the Google Translate feature	30 mins	Rosemary	If the translate feature is not consistent, look for alternative 3rd party APIs.
Start UI changes with adding testimonials to the webpage locally, inputting testimonials through csv	3 hours	Rosemary	Since no access to the public github, test locally using npm.

Any tasks that appear on a sprint report in the goals/target section more than once should be addressed in the accomplishments with an explanation as to why they were not completed.

5. Community Partner Relationship

Briefly describe the team's interaction(s) with its community partner over the past week. Rate the quality of the relationship and, if less than satisfactory, indicate how it might be improved. This is strictly confidential - no information provided here will be shared with community partners.

On Tuesday, we held our weekly meeting with Dr. Row via Zoom. We reviewed the proposal details, discussed our proposed solutions, and gathered feedback to better prioritize our efforts. The client expressed satisfaction with our suggestions and provided clear guidance on her expectations. Overall, the relationship continues to be positive and productive.