

Information Systems Consulting Project (67-373)

Sprint Report Template

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](#)

3/12 - 3/19

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
Convert half of the web app to using the Tailwind CSS styling framework	5h vs 8h	Complete	Evelynn	Was able to convert the entire web app's main architecture parts into Tailwind CSS, but left the modular breathing animation as is
Move the "Breathe" page to the homepage	3h vs 1h	Complete	Evelynn	Had to remove lots of hard-coded styling from previous student team and redo the architecture
Created a 555 information accordion	4h vs N/A	Complete	Evelynn	Implemented the accordion in a way that you can simply edit the JSON file and the changes will automatically display
Moved the about section to the homepage	1h vs N/A	Complete	Evelynn	Moved the About Dr. Row section to the homepage and making some visual changes
Populate 2 Google forms with Dr. Row's questions		Incomplete	Evelynn	Have not received sample questions

Task Description	Time Spent vs Estimate	Completion Status	Team Member/s	Sprint Retrospective
				from Dr. Row
Implement Google form for GLOW interest	2h vs N/A	Complete	Evelynn	Embedded google form into site was straightforward
Implemented post-555 survey popping up after completing the breathing animation	2h vs N/A	Complete	Evelynn	Was high priority so got done first
Implementing written instruction popup	1h vs N/A	Complete	Evelynn	Relatively straightforward.
Team meetings	1.5 hr	Complete	Sidney, Evelynn, Rosemary	Made a lot of progress in discussion on maintainability for Dr. Row
Meeting with Abby for code access/debrief	.5 hr	Complete	Sidney, Evelynn	Went really well and got her opinion on a lot of project decisions. Learned more about her code. Got code access.
Dr. Row follow up email	.5 hr	Complete	Sidney	Hit the ground running post Spring Break
SEO tutorial video	N/A	Incomplete (seo digital guide instead)	Sidney	SEO isn't a straightforward concept that a tutorial video can be made from. Decided to send her an SEO written guide instead and will go over it with her in a meeting
Play around with Codebase and UI changes	N/A	Passed off to Evelynn	Sidney	Evelynn took this job and implemented the UI changes.
Connect Google Analytics	3 hr vs 3 hr	Complete/still testing	Sidney	Waiting for changes to show up to verify

Task Description	Time Spent vs Estimate	Completion Status	Team Member/s	Sprint Retrospective
				but should be set up correctly!
Create a Google Form to submit testimonials	.5 hr	Complete	Rosemary	Originally wanted to update the website directly from this Google Form, but it required a deployed backend server that was much more trouble than it was worth
Implement dynamic updating for testimonials on the website from a local CSV	9 hrs	Complete	Rosemary	Added UI elements to the testimonials section, and realized that it was easier to keep a local CSV that Dr. Row can change instead of one from Google Sheets.
Change all input JSONs to be CSVs so that Dr. Row can easily update the website as she needs	1 hr	Complete	Rosemary	Quick and easy change for consistency purposes.
Clean up the codebase so that Dr. Row can easily add / edit her picture	.5 hr	Complete	Rosemary	Very quick change, renamed some files to be more intuitive.
Record and edit a video teaching Dr. Row how to use the Google Translate feature	1.5 hr	Complete	Rosemary	Google Translate feature worked better on the computer, and sometimes didn't work on mobile for some reason.

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
Dr. Row has not finished wordsmithing what she wants on the website, so we cannot push the code to the live website	Dr. Row is busy, and isn't super active on the project outside of our meeting times.	Remind Dr. Row again over email. If that doesn't work, then have Dr. Row write some main ideas down during the meeting and we will polish up the rest of the text for the website.	Not a huge impact, as most of the code has already been finished, in terms of backend changes to tailwind and UI changes.
Cannot start reaching out to users for testing	The website is not live yet. Also, Dr. Row has not given us the list of user contacts that we can reach out to for testing.	Remind Dr. Row again over email. If that doesn't work, then have Dr. Row write some user contacts during the meeting.	Currently very little impact, because the website has not been published yet and cannot be tested.

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
Prepare demo + presentation for 373's demo day	12h	Evelynn, Sidney, Rosemary	Due earlier than the sprint's end date, but will start on it ASAP and prioritize it

Implement question box asking if users have time to complete the survey before displaying the survey	4h	Evelynn	Timing of React's <code>useStates()</code> might get messy, will read more documentation on it
Implement allowing prescription card to be downloadable off of website	3h	Evelynn	N/A
Populate post-555 survey with Dr. Row's questions	2h	Evelynn	N/A
Record and edit tutorial video for Dr. Row to change her own picture	2h	Rosemary	Need to get code pushed to main before I can make the video because Dr. Row will use the Github website interface.
Testing/tweaking Google analytics	2hr	Sidney	Not enough traffic for good/diverse data. Mitigation: go in manually at the very least and create mock data
Finalize survey for Dr. Row	2hr	Sidney, Evelynn Rosemary	Dr. Row's feedback has already been given, just up to us to finalize the form. No roadblocks.
Send follow up email	.5 hr	Sidney	N/A

Record and edit tutorial video for Dr. Row to change her own picture	2 hr	Rosemary	Need to get code pushed to main before I can make the video because Dr. Row will use the Github website interface.
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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 Monday last week and Tuesday this week, we had a virtual meeting with Dr. Row, where we reviewed the deliverables from the previous week. These included the UI website changes, the feedback form suggestions, wordsmithing the website, and the Google Analytics. We met with Abby this week and got access to the Github as well as the Netlify account. Dr. Row was pressed for time last week and before spring break, but we outlined what we needed to do over break, and she was satisfied with where the project is going. We had a long meeting this week talking about her part in wordsmithing the website and creating the feedback forms. Following the meeting, we sent a follow-up email outlining the action items we need from her before our next meeting after spring break. Great relationship with the client, with clear communication and action items for both parties outlined at the end of the meeting. We realized Dr. Row is busy and may need to be reminded a few times of things we need from her, such as the list of user testing contacts.