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, Evelynn, Sidney
Jeria Quesenberry
Project Plan
Meeting Minutes
3/26 - 4/2

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
Make testimonial styling more in line with design system	2h vs 2h	Complete	Evelynn	Straightforward.
Change the background from an image to code	6h	Incomplete	Evelynn	Unable to complete as it proved to be not straightforward and more work than expected. Will prioritize other tasks instead.
Update website with Dr. Row's wording	2h	Incomplete	Evelynn	Currently giving Dr. Row the document to edit the wording on the website
Tutorial Video for SEO	1.5hr	Complete	Sidney	Catching up Dr. Row
Tutorial Video for Google analytics	1.5hr	Complete	Sidney	Catching up Dr. Row
Brainstorm 555 Feedback form questions	1hr	Complete	Sidney	Will iterate and hand over to Dr. Row to refine
Team Meetings	1.5hr	Complete	Evelynn, Rosemary, Sidney	
Record and edit tutorial video	1.5hr	Complete	Rosemary	Easy to implement,

Task Description	Time Spent vs Estimate	Completion Status	Team Member/s	Sprint Retrospective
for Dr. Row to change her own picture				cleaned up some code so that it was super straightforward which files Dr. Row needed to edit
Start drafting step-by-step written documentation for Dr. Row for things we can't put in video tutorials but want her to know	4hrs	In progress	Rosemary	Keeping in mind what Dr. Row does and does not know about technology, but picked up Github interface relatively quickly
Organizing a table of contents/quick links for our video tutorials	1hr	In progress	Rosemary	None

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, so we can't start training her on how to update the	Dr. Row is busy, and isn't super active on the project outside of our meeting times.	We have given Dr. Row the document in person meeting, and she has made a note in her notes app to finish the website rewording	Not a huge impact, as most of the code has already been finished, in terms of backend changes to tailwind and UI changes.

live website			

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
Start drafting step-by-step written documentation for Dr. Row for things we can't put in video tutorials but want her to know	5hrs	Rosemary	No risks, but will be difficult in pre-emptively determining what troubleshooting issues Dr. Row may have and writing them down step by step
Organizing a table of contents/quick links for our video tutorials	1hr	Rosemary	None
Update testimonials, all website wording, Dr. Row's picture, and prescription card image	4h	Evelynn	Dependent on if Dr. Row provides the information
Start brainstorming small training tasks for Dr. Row	2h	Evelynn	None

Any tasks that appear on a sprint report in the goals/target section more than once should be addressed in the accomplishments kwith 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.

Our relationship with the client continues to be amazing, and this past week's meeting was incredibly productive. We not only discussed her exciting future plans—like organizing official GLOW! retreats and possibly launching a structured 555 breathing technique program, both of which were inspired by our website design—but also worked closely with her on refining website content through wordsmithing. We walked through key SEO insights using Google Analytics, brainstormed social media strategies tailored for the upcoming retreats, and even introduced her to GitHub to help her start managing her own site. Overall, the meeting was very high energy and we are all on the same page.