

Information Systems Consulting Project (67-373)

2/26 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](#)

2/19 - 2/26

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
Research offline functionality for the Progressive Web App	2 hrs	Complete	Rosemary	Originally, we had thought that PWA was just a bookmark on a home screen. However, we realized last week that a PWA includes offline functionality and some other adjustments, which require some architecture changes in the code. Also, for the CSV dynamic updates, I had to change course midway because I realized it will be through a Google Sheets, not a typical CSV as we usually would have it. The Google Sheets is from the Google Form submission for Dr. Row.
Started looking into how to incorporate updating the website dynamically with CSV inputs for testimonials	4 hrs	Complete		
Tutorial video for Google Translate feature	1 hours	Ongoing		

Task Description	Time Spent vs Estimate	Completion Status	Team Member/s	Sprint Retrospective
<p>Research and look into SEO tactics</p> <p>Brainstorm ways to make it work for Dr.Row's business model and website structure</p>	<p>2.5 hrs</p> <p>2.5 hrs</p>	Complete	Sidney	SEO is a very holistic process and has many steps that shouldn't be overlooked. I had to synthesize Dr.Row's current online presence/business model and see what SEO items are achievable/applicable vs not (ex no blog posting).
Team and Client meetings	1 hr	Complete	Sidney, Evelyn, Rosemary	Went over our deliverables, tutorial videos, followed up with action items like UI progress, user testing contact form, and past surveys from Dr. Row to support the creation of the feedback form. Team meeting assigned deliverables and talked about code.
Sent meeting follow up email with action items	30 min	Complete	Sidney	Got proposal approval from Dr. Row and sent deliverables
<p>Debugged installation of frontend styling framework into code</p> <p>Created two Google forms for collecting feedback post-breathing and for interest in GLOW!</p> <p>Attempted to make UI changes of moving "Breathe" page to the</p>	<p>5h</p> <p>45 min</p> <p>1 hour</p>	<p>Complete</p> <p>Ongoing</p> <p>Ongoing</p>	Evelyn	Tailwind CSS had a major version update and the current React app was a version behind so there were some compatibility and installation issues that I worked through. I created two Google forms tailored to the

Task Description	Time Spent vs Estimate	Completion Status	Team Member/s	Sprint Retrospective
homepage				<p>GLOW branding and with sample questions I thought would be asked. On 2/25 client meeting, we asked for her past surveys so we can populate the forms with her specific questions.</p> <p>The current frontend code is taking a lot longer to understand than expected, therefore my jump into it was not as productive as I'd like it to be.</p>

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	Asked Dr. Row to reach out for a response	Low
Teammates travelling - both Sidney and Rosemary were travelling this weekend, meaning	Did not account for travelling time or weekend spent away from work	Put the tasks on the backburner and ensure that they are accounted for in the following weeks	Medium

that some tasks were put on the backburner			
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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
Get code access from Abby	1 hr	Sidney	Ask Dr.Row for support
Record SEO tutorial video	1 hr	Sidney	Ask for backup if unable to complete
Send a follow up email to Dr. Row	30 min	Sidney	N/A
Play around with codebase and UI changes	7 hrs	Sidney	Set up team meeting to discuss code and blockers
Get at least a local CSV import working for the web app such that it updates on the local site for testimonials	8 hrs	Rosemary	Ask in Slack to see if there are code blockers, or set up team meeting to discuss code bugs and get feedback
Record and edit a Google Translate feature tutorial for Dr. Row	2 hrs	Rosemary	If I cannot find the feature, or the feature is not working on my end, ask teammates in Slack or in person during a meeting for help

Convert half of the web app to using the Tailwind CSS styling framework	8 hrs	Evelynn	Might be hard to translate the code, will reach out to teammates if needed
Populate 2 Google forms with Dr. Row's questions	2 hrs	Evelynn	Sent her a followup email with giving us her past survey questions as an action item

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 had a virtual meeting with Dr. Row, where we reviewed the deliverables from last week. These included the PWA research conducted by Rosemary, the forms created by Evelynn, the contact form, and the contact information from Abby, as well as the SEO research that was completed. Dr. Row appeared pressed for time this week but expressed satisfaction with the meeting's efficiency and clear agenda. Following the meeting, we sent a follow-up email outlining the action items we need from her before our next meeting after spring break. Overall good relationship with the client, with clear communication and action items for both parties outlined at the end of the meeting.