Item	Consideration	Accomplished	Not Accomplished	Comments/Notes
	Sprint Execution Checklist			
	The Sprint is normally a 15 or 30 day iteration where a useable and potentially releasable increment of a product is created			
1	Does the team agree with User Stories selected for the Sprint?	Accomplished		Team agreement is essential. Team agreed on US1/US2
2	Does the team agree with the definitions of "Done"?	Accomplished		Sandy resolved Hiroshi/Priya's differences
3	Is the Sprint Backlog created and validated by the team?	Accomplished		Backlog confirmed, tasks self-assigned
4	Are all tasks assigned and equitably distributed?	Partial		Initial imbalance resolved via swarming. Issue: Uneven distribution slowed start. Recommendation: Plan balanced tasks
5	Is a Sprint Goal established?	Partial		Set on Day 5. Issue: Delay impacted focus. Recommendation: Define upfront
6	Are information radiators to include a Kanban Board and Burndown Chart created to support the Sprint?	Accomplished		Kanban board/burndown chart used
7	Is the Kanban Board the focus of the Daily Scrum meeting and updated by the team?	Partial		Sandy's initial task-moving caused disengagement. Issue: Lack of team ownership. Recommendation: Train team to update board
8	Is the Daily Scrum meeting conducted at the same time each day and completed in 15 minutes or less?	Accomplished		Consistent, timeboxed meetings
9	Do all team members participate in all Sprint ceremonies?	Partial		Manfred missed two Daily Scrums. Issue: Miscommunication on attendance. Recommendation: Clarify expectations
10	Is conflict managed in a constructive manner?	Accomplished		Sandy facilitated collaborative resolution
11	Are "Swarms" established to collectively address and remedy problems?	Accomplished		Swarming resolved task imbalance
12	Are blockers identified during the Daily Scrum meeting and addressed immediately?		Not Accomplished	Priya delayed reporting; bus data blocker unresolved. Issue: Delays impacted US1. Recommendation: Encourage early reporting; escalate blockers
13	Does the team take time to prepare for the Sprint Review/Demo?	Accomplished		Three workstations prepared
14	Is time taken to refine the Product Backlog during the Sprint?	Partial		Kwan's incomplete refinement required late-night work. Issue: Risked next sprint readiness. Recommendation: Schedule refinement sessions