**Sprint Report Document**

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(This document is completed at the end of each sprint. It contains information regarding what has been accomplished as well as some reflective thoughts.)**1. Sprint Planning Meeting -** <Date Conducted>

**1.1 Sprint Backlog**

<< Specify the location of the project backlog. Normally, items for this sprint’s backlog should be placed in the Project Specification document. If another location is being used, specify it here. >>

**2. Sprint Review Meeting –** <Date Conducted>

**2.1 Customer Demo**

<< Provide a brief description of what was demonstrated to the customer. >>

**2.2 Stakeholder Involvement Review**

<< Provide information regarding meetings with relevant stakeholders (sponsor, etc.) and whether there was an adequate level of involvement. If not, indicate what future adjustments will be made to ensure greater stakeholder involvement. >>

**2.3 Data Management Review**

<< Perform a review to ensure adherence to proper data management policies. Identify any issues and actions taken to rectify the issues. If the issue was recorded as part of the risk plan, identify the associated identification number. Indicate how the team will work to prevent such issues in the future. >>

**2.4 Requirements/User Story Review**

<< Review project requirements/user stories with the customer and update any requirements/user stories as necessary. Provide a brief overview of any review activities and requirement/user story changes. >>

**2.5 Progress Review**

<< Provide a brief description of the work which was completed (and not completed) during this sprint. >>

**3. Sprint Retrospective Meeting –** February 9th, 2018

**3.1 Top Highlights**

Completed the SAPUI5 tutorial as suggested by our mentors, which will help us gain a better understanding of the project we’re undertaking.

We also finished our assignment involving the use of Trac and SVN, which we plan to make use of during the semester.

We developed requirements and user stories, which we will have to share with our mentors in the coming week.

**3.2 Top Lowlights**

Coordinating our weekly Skype sessions started off shaky. Our first meeting we scheduled the wrong time zone. One of our team members is also having trouble connecting with the rest of us. Scheduling conflicts caused this week’s meeting to be postponed. Also, one of the meetings we were unable to have as the mentors were unavailable during the scheduled time.

**3.3 Reflection on Improvements**

Our team could benefit from more regular team meetings to help coordinate our weekly activities. We also could be taking minutes during the meeting to be sure of accountability. We’ve all been responsible so far, but it wouldn’t hurt to have a record.

For our Skype issues, we’ll have to communicate via email to coordinate in a timely manner. We should also test our connections prior to the meeting date to be sure that everyone can connect.

**4. (Include this section for your final sprint)**

**4.1 Recommendations for Future Projects**

<< Base on your experience, list any recommendations that you might have for future student teams working on capstone projects. >>

**4.2 Project Size and Effort Estimates**

**4.2.1 Size Estimates**

|  |  |  |
| --- | --- | --- |
| **Metric** | **Estimate** | **Actual Size** |
| SLOC | 2000 Lines | 2457 Lines |
| Classes | 12 Classes | 11 Classes |
| Modules | 3 Modules | 3 Modules |
| Help Document | 15 Pages | 25 Pages |
| User Story Points | 142 points | 172 points |

<< Provide a description of how your estimates compared with the actual values. Discuss why you believe (e.g. lack of experience, changes in requirements, etc.) any deviations occurred. Complete for whichever metrics your team used>>

**4.2.2 Effort Breakdown**

<< Complete the following table by breaking down the amount of effort (as a %) that was spend during each of the following stages of the project. >>

|  |  |
| --- | --- |
| **Project Area** | **% Effort** |
| Training | e.g. 5% |
| Requirements | 15% |
| Design | 20% |
| Coding | 25% |
| Testing | 25% |
| Mid-term and Final Reports | 10% |