**Scrum Meeting Report to Track Progress**

**Note:** A different group member should volunteer each scrum report to prepare and turn in this report. That way a particular member does not get overwhelmed doing all reports through the semester.

**Group Name**:

**Reporter:**

**Date:**   **Starting Time:**   **Ending Time:**

**Participants**:

Missing Member if any:

1. **Each member must individually answer the below three questions:**
2. What have you accomplished during the past two weeks?
3. What are you going to get done during the next two weeks?
4. What obstacles do you need to be removed?
5. **Provide a Burn-down list for current Sprint, i.e., list of user stories that are yet to be completed for the current sprint and user stories that have been completed for the current sprint.**

(embed web link if your user stories are managed via an online platform, give me permission to view)

1. **Additionally you are asked to provide a snapshot of Agile Task Board for your project:**

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**Agile Task Board** - Task board is used to track progress in agile for one particular or a set of user stories. Each user story would require a set of implementation tasks. Your task board should have the below set of information:

**User Story: user story under consideration for current sprint.**

**To Do: Tasks that needs to be picked up.**

**In Progress: Tasks that are currently in progress, with an estimated date of when it would get completed.**

**To Verify: Tasks that needs to be verified/tested.**

**Done: Tasks that are completed.**

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**Maintain your 2. and 3. Online using a professional project management system. Add me to your agile task board and additionally embed the link here and give me permission to view your 2. and 3.**

1. **Add me to your GIT repository. Embed link to your repository here.**
2. **Any other comments:**