

XPO Logistics

NCIS - Weekly Report - **Sprint 18: 9/13/2019**

General Comments

- This week **Guillermina Maso** began as **Business Analyst** in NCIS project. She will be working with Ryan during the next month in Dallas and Portland.

Previous Action Items

Description	Owner	Due Date	Status
-	-	-	-

Weekly Status

Achievements Highlights

- Customer hierarchy, customer request search** and **email forwarding** demo. @braulio @filip
- Weekly report, burndowns and velocity charts (based on jira data). @javier
- Standups meetings being held by offshore team. @javier

Key Decisions Made

- Reports for burndowns and velocity are based on **In Development** to **Ready for Build** transitions for Development and **In QA** to **QA Done** for QA. This is not reflecting blocked and approval times.
- QA automation will be **stopped** until the UI redesign is done.

Leadership Action Items

- ☐ Review jira process. Define when a **Story** is ready to be developed (checklist). @javier @terri @when:next-week
- ☐ Review jira issues. Refine and delete obsolete **Epics** and **Stories**. @javier @terri @when:next-week
- ☐ Roadmap for next sprints. Review **Epics Status** chart. @javier @terri @when:next-week
- ☐ Review **DEV and QA Status** charts in general. @javier @terri @when:next-week

Future Action Items

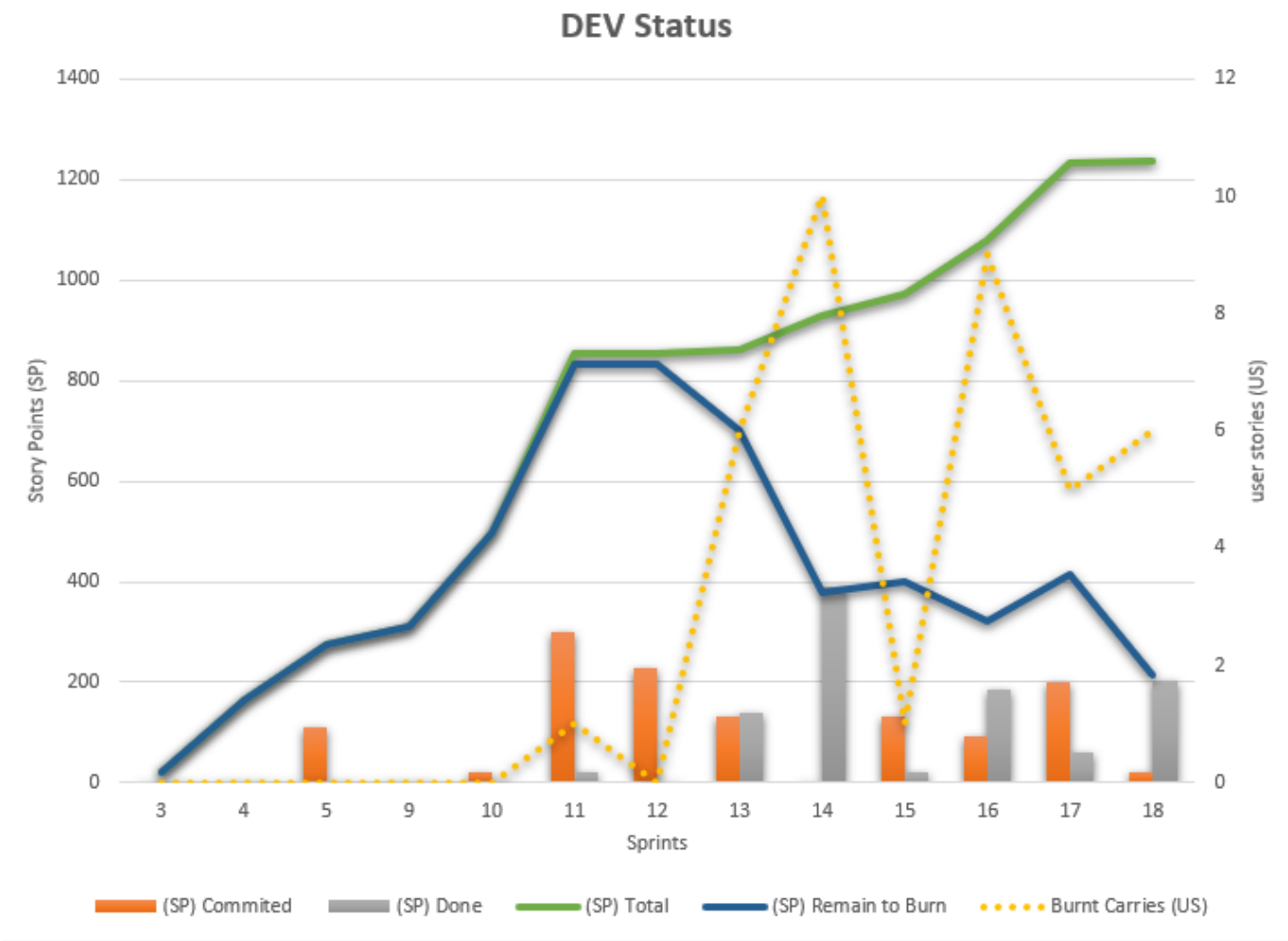
- ☐ Review Filip and Juan **licenses**. @javier @maria @terri @when:next-monday

Project and Sprint Status

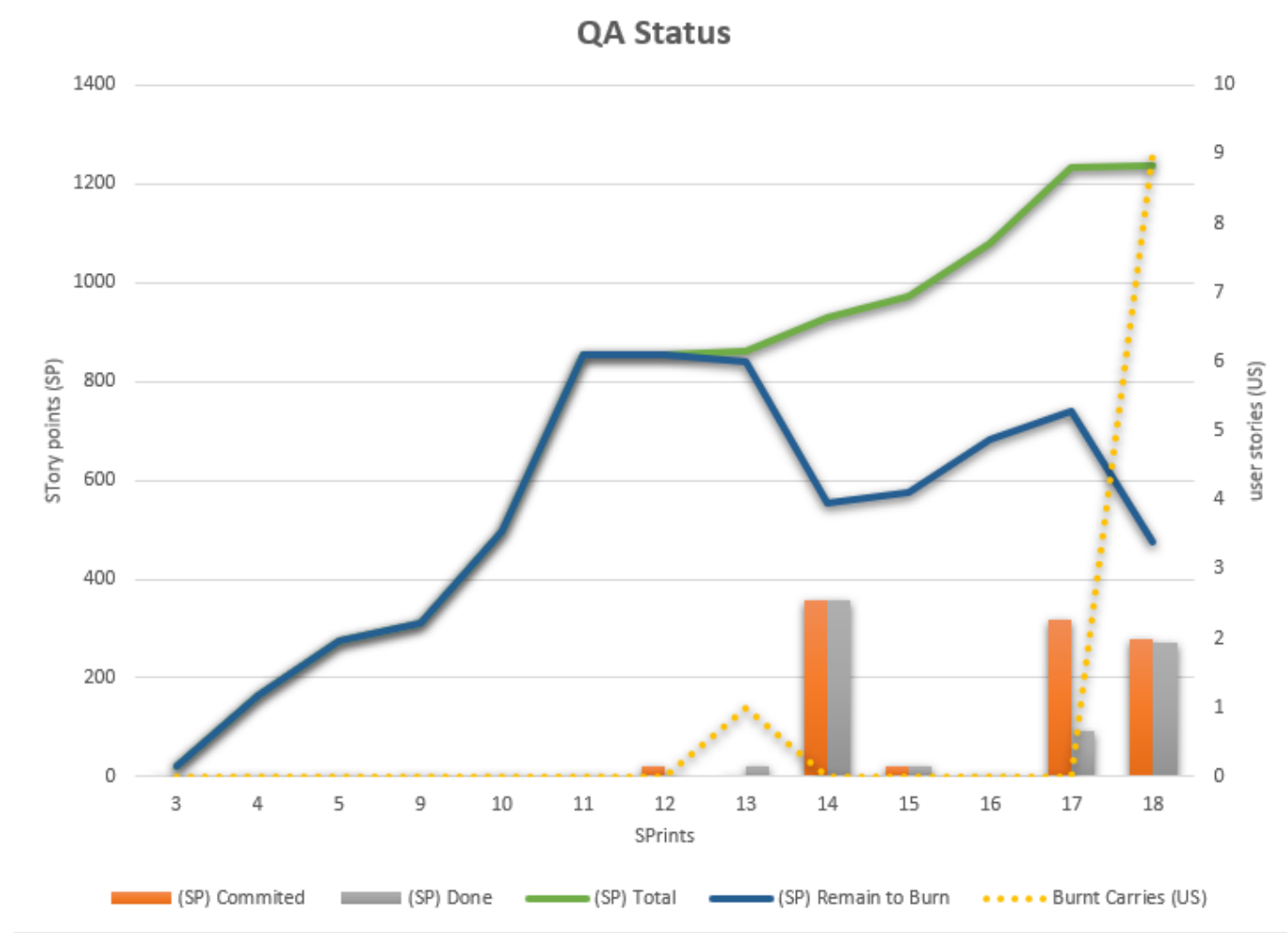
Statuses DEV and QA

This is the conversion matrix for Story Points:

Story Points (SP)	Period (Days)
1	1
3	2 - 3
5	4 - 5
8	6 - 10
13	11 - 15
21	16 - 30
34	31 - 40
55	41 - 100



- **DEV Status:** Story Points are including the **Ready for BA Signoff** and **Blocked** time periods. This will change in future reports.

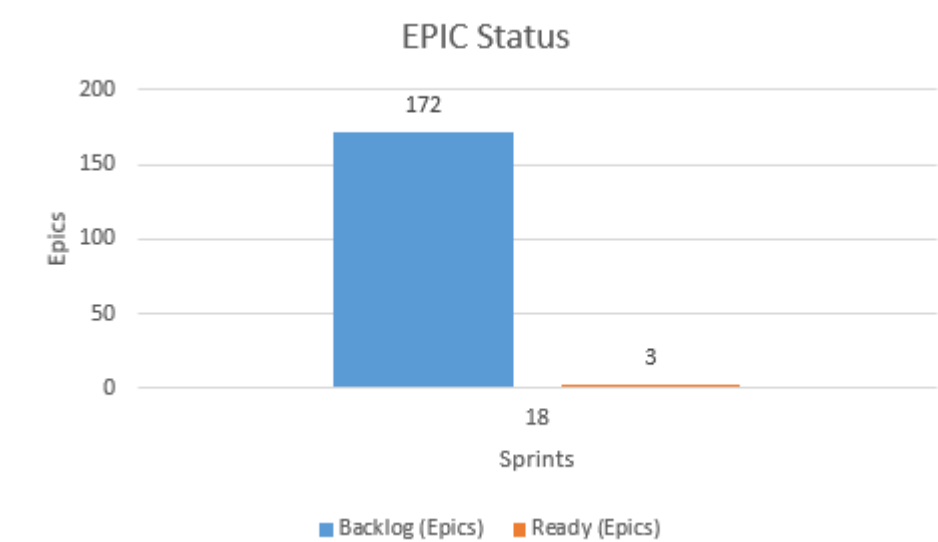


- **QA Status:** This chart is not including UAT testing.

QA Summary Report

[QA Summary 9/9/2019](#)

Backlog



- **EPIC Status:** Backlog contains the **Epics** that have not been assigned to any **Sprint**.