**Agile Iteration Summary Guide**

Note: This guide is not meant to be exhaustive. Each Agile team is responsible for the delivery of a working solution. The point of this summary report is to show how close to the iteration plan the group came, and what adjustments are needed for the future.

**Iteration Summary Report (Due: end of Week 6, Week 9 and Week 12)**

At the end of iteration, each Agile team must submit an Iteration Summary Report:

1. Coordination Meetings

* Expected number of coordination team meetings: \_\_4\_\_
* Actual number of coordination team meetings: \_\_6\_\_
* Actual number of meetings Product Owner attended: \_\_\_N/A\_
* Expected time per meeting: \_\_30min\_\_ (average of 15 minutes)
* Actual average time: \_\_\_1 Hour\_\_\_

1. Iteration Retrospective
2. What should the team stop doing? N/A
3. What should the team continue to do? The team should continue to work on their respective issues if they are not already completed.
4. What should the team start doing? Each member should make the other members aware of what they are working on, what they’ve completed and if they require any extra help or time.
5. Additional Questions:

* Comment on the ease or difficulty of Product Owner (PO) accessibility and involvement during this iteration? Did the PO helped or hinder in the speed and quality of features completed?
* Which work items listed in the Agile Iteration Plan were completed in this iteration? Which ones were omitted and why were they omitted (i.e. time constraints, too complex, redundant, unneeded, requirements change, etc.)? Which, if any, were left incomplete? If incomplete, how close to completion were they (i.e. designed but not coded, coded but not tested, etc.)? Is any rework required to the project plan going forward into the next iteration?