Sprint #1 Report – Voice Capsule by the Voice Capsulators - 10/24/2021

Actions to Stop Doing:

- Looking at the general picture/overall product
  - At this point, we are prepared to start focusing on the actual components of our app instead of vaguely looking at the larger scope of the project. We need to avoid being general and start being precise with our actions (i.e. inserting a specific function rather than simply talking about it abstractly).

Actions to Start Doing:

- Focus on specific tasks/goals
  - We no longer need to talk in abstractions, but we must start being very defined with our actions so that we can have more noticeable progress in our project.
- Create smaller goals that work towards completing tasks
  - Many of the goals that we set up in the first sprint were not as broken down as they could have been and required further composite tasks to be considered complete.
- Members should start signing up for tasks sooner
  - Since our first sprint was held back in time due to not having a complete plan from the first day, tasks were never formally chosen by team members up until near the end of the first sprint.
- Develop concrete "done criteria" for our user stories
  - At one of our Scrum meetings, we found that we were unsure whether to flag a story as complete because we had no definitive checklists for the functionality of a Sprint's final product
- Develop a style guide for code
  - Self explanatory, would require that we all adhere to some sensible coding practices such as commenting code, uniformity in formatting, and so on.
- Start looking for places to store documentation of project
  - As our project progresses, we want to organize our findings and challenges, as well as any public-facing APIs we may develop later in the project

Actions to Keep Doing:

- Setting reminders for meetings ~5 minutes before
  - Great for making sure we all attend the daily Scrum meetings
- Maintain communication over Discord/etc.
  - Discord is the best way to communicate for all of us and features enough tools for collaboration
- Keeping up TSRs
  - Self-explanatory
- Meeting times continue to work well for everyone
- Maintain 5 minute grace period before meetings start
  - If we have a quorum by the first five minutes, we let the meeting go for its usual five minutes upon doing so.

Work Completed/Not Completed:

Complete:	Not Complete:
As someone who values privacy, I want to be able to use an app which lets me log in and out of an account securely	
As a database engineer, I value systems that handle data safely.	

Work Completion Rate:

- 2/2 user stories completed
- 13/13 hours of ideal work hours completed
- 14-day sprint
- 0.142 user stories/day completed
- 0.92 ideal work hours/day completed

- Avg. user stories/day = 0.142
- Avg. ideal work hours/day = 0.92

Burnup Chart as of the end of Sprint 1: