1. **Actions to stop doing:**
   a. Working on branches not named after a user story - Working on branches named after the user stories and sprints can help with keeping our work better organized

2. Actions to start doing:
   a. Finishing all user stories required for a sprint - Ensures that we follow our established release plan

3. Actions to keep doing:
   a. Follow the coding convention - This ensures that the code is consistent for all the developers
   b. Host at least 3 standup meetings a week - These meetings help to ensure that everybody knows what they need to do
   c. Assign tasks to at least a pair - Allows team members to work together and have different perspectives
   d. Research and apply visual improvements to our product - Keep working on making our UI look more attractive every sprint

4. Work Completed/ Not Completed:
   a. User Story 1: Completed - New updates to UI
   b. User Story 2: Not Completed - Due to issues with getting the google authentication and firebase database to work. We were only able to partially complete this user story. This will be pushed into sprint 4.
   c. User Story 3: Completed - Checklist is locked when the user is not home.

5. Work Completion Rate:
   a. In Sprint 3, we completed 2 user stories. The total number of estimated ideal work hours was 15 hours a week, and 7-14 days per sprint. There were 7 total tasks for Sprint 3 and we completed 6 of them. The average completion rate was 3 tasks per week.

Sprint 3 Burnup Chart

— Actual Tasks Completed — Ideal Tasks Completed