FINAL Project Report
Created yyyy.mm.dd

Project Name

Name 1

Name 2

...

Name N

SECTION 1: REPORT SUMMARY

This section should serve as a short reminder as to the scope of the project. If the scope changed, you can make mention of it here.

SECTION 2: PROCESS DOCUMENTATION

Between Phase 1 and Phase 2, there should be time to conduct 2 complete Sprints at approximately weekly intervals and a 3rd short Sprint which will likely be dedicated to code integration, testing, and reporting. Make a separate section in your report to document each Sprint. Your team's documentation for every Sprint will look similar and consist of:

1. **A sprint overview**. This should detail 1) the start and end date for the sprint; 2) the sprint goal; 3) the user stories (and associated tasks) selected for this sprint; 4) a current assessment of team capacity (i.e. how much you expect to complete); 5) participants in the sprint process (i.e. who is assigned to do what); and 5) a breakdown of tasks already completed. Please keep each overview you write under 750 words.

2. **A product backlog,** to reflect in detail the assignment of user stories to team members and/or the inclusion of new user stories.

3. **Documentation of code reviews.** Each team member should provide references to a code review that they completed for their teammate at each sprint iteration.

4. **A sprint retrospective,** which will document what went well during a sprint and and needs for change.

A suggested template for each of these sections are provided below.

2.1. SPRINT 1 OVERVIEW

2.1.1 Sprint Overview:

"Our goal for this sprint is to finalize the implementation of a leaderboard, and …. "

2.1.2 Stories Selected for this Sprint:

List the user stories selected for the sprints and the owners of these stories. Make note of any updates or changes to user stories that made during this sprint.

2.1.3 Team Capacity:

"We expect to be able to complete the components of the Leaderboard by Thursday, November 20 …. "

2.1.4 Participants:

Here, provide a list of team members, by name, and the tasks and responsibilities they were assigned during the sprint. Note both coding responsibilities and any other responsibilities as well (i.e. documentation related, management related).

2.1.5 Tasks Completed:

What was actually finished during this sprint?

2.2. SPRINT 1 PRODUCT BACKLOG

At the first sprint, your product backlog will be your list of user stories (with any amendments made as a result of your Phase 0 feedback). As you move forward, your backlog may include some new user stories and some revised user stories (with new priorities); some other user stories may be completed or removed. In this section, include those user stories selected for this print. You do not need to include the entire backlog; just include stories that ground each iteration.

2.3. SPRINT 1 CODE REVIEWS

We're expecting that each team member will make some changes to the team repository at each sprint (meaning we expect to see roughly weekly commits). Moreover, we're expecting that before changes on feature branches are transferred to your team's develop branch, that your team will conduct code reviews. Each team member should provide at least one code review for one of their peers at each sprint iteration. Your reviews will be documented in your repository, but we ask that your briefly document them here as well using this format:

Story Reviewed	Name of Reviewer	Pull Request Link
[DEV-12]: Leaderboard Feature	Member Name	PULL LINK HERE

2.4 SPRINT 1 RETROSPECTIVE

When a sprint is completed, hold a retrospective meeting and ask one team member to take notes. Place a short record of each retrospective meeting in this section! The details should include:

- The participants in the meeting;
- Any unfinished tasks;
- A summary of practices that went well this sprint and should be continued;
- A summary of new or revised practices to include moving forward;
- A summary of any bad practices that will not be repeated moving forward;
- Your team's best/worst experience during this sprint

SECTION 3: SUMMARY

In this final section, briefly summarize both your project **accomplishments** and its **limitations**.

If your design had to change in some unexpected way, explain what had to be changed. It's ok if your final project does not look quite as you thought it might or if you never got to some user stories. It's also ok if you chose to focus on different features and patterns than you initially thought you might. To help us understand any discrepancy between your initial proposal and your final product, tell us the changes you had to make and why.