Team: *<name>*  Game: *<name>* Project Manager: *<name>*

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed Stories (DONE DONE)** | **Estimated Workblocks** | **Actual Workblocks** | **Team Members** |
| <name of story from trello> | # | # | <name>, <name>,  <name> |
| <name of story from trello> | # | # | <name>, <name>,  <name> |
| <name of story from trello> | # | # | <name>, <name>,  <name> |
| <name of story from trello> | # | # | <name>, <name>,  <name> |
| <name of story from trello> | # | # | <name>, <name>,  <name> |
| <name of story from trello> | # | # | <name>, <name>,  <name> |
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***Impediments (enter at least 3)***

|  |
| --- |
| **Problem Description** |
| * <problem description> |
| * <problem description> |
| * <problem description> |
|  |
|  |

***New Stories***

|  |  |  |
| --- | --- | --- |
| **Story Name** | **Who Created the Story** | **Estimated Workblocks** |
| * <problem description> | * <name> * …. | # |
| * <problem description> | * <name > | # |
| * <problem description> | * <name> | # |
|  |  |  |
|  |  |  |

**Team Member Workblocks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Target workblocks** | **workblocks** | **Notes** |
| <name> |  |  |  |
| <name> |  |  |  |
| <name> |  |  |  |
| <name> |  |  |  |
| <name> |  |  |  |
| <name> |  |  |  |
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| <name> |  |  |  |
| <name> |  |  |  |
| <name> |  |  |  |

* *Total workblocks by team: ###*
* *Total completed stories by team: ####*
* *Stories completed per workblock: ####*

*Additional Notes*

* <anything else worth noting about team/game progress this sprint>

**Admin Report:**

**Team Member Version Control commits**

|  |  |  |
| --- | --- | --- |
| **Name** | **# of commits** | **Notes** |
| <name> |  |  |
| <name> |  |  |
| <name> |  |  |
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| <name> |  |  |
| <name> |  |  |
| <name> |  |  |

* *Total commits by team: ###*

*Admin Notes*

* <anything else worth noting about version control usage this sprint>
* <date and version control tag of latest build>
  + <How and where to access latest build>
* < Any software, tool, or hardware needs or issues >

**Test Report:**

* Updated test plan (separate document)
* Updates to any testing resources
  + Updates to automated testing processes
  + Updates to manual testing process documents
* Summary of Issues being tracked
  + Number/severity of issues open
  + Number of new issues
  + Number of issues closed
* Details of QA testing performed this sprint (when, where, who, what, how long)
  + Summary of testing results
* Details of Play testing performed this sprint (when, where, who, what, how long)
  + Summary of testing results

**Marketing Report:**

* Summary of any new marketing materials created
* Updates to any existing marketing materials