**Documenting Sprints and producing burndown for all releases**

I was responsible for tracking the tasks being completed throughout the releases by contacting the team members allocated to the tasks. Daily or every couple of days I would ask the other team members what time and day they completed the tasks and if the estimated time was different to the actual completing time. I highlighted the tasks completed in green to show full completion and in red to show not started just for viewing purposes.

I then used the details to fill in the attached excel spread sheets backlog table with how many hours remaining, the status of the task and which task it was. To make the burndown charts I filled in the information for work day, estimated burndown and actual burndown. The Burndown table sheet has macros in it that produces the burndown chart when information is placed into the columns, I didn’t make the macro excel template I downloaded it from this site <https://templates.office.com/en-us/templates-for-Excel>