**Planning**

Our group initially used Jira, which was the recommended way to track and log user stories along with descriptions and task elements that needed to be completed. Although logging task descriptions on Jira was very easy to use when we used Jira agile to track the first sprint progression we found it a bit counter initiative because if the wrong sprint task was accidently put on complete or completing on the wrong day the resulting effects were irreversible within due to the sprint constraints which would have resulted in a messy sprint and an inaccurate burndown chart.

**Backlog refinement**

To be more effective and track tasks completion times and stories we instead opted to use a simple organised table in word along with an excel document with macros in it to produce the burndown chart. This proved to be a lot less time consuming and more efficient for out group to use in terms of tracking the tasks and times as filling in the tables were a lot more straight forward and it didn’t have to be in real-time unlike Agile on JIRA. We did our backlog table inside the excel spreadsheet alongside the estimated times and used a prefilled cell to determine whether a task was completed in progress or hasn’t been started. In summary using the combination of manually tracking tasks using templates instead of using Jira Agile was actually a faster and a lot more easily viewed.