

New Customer Data Importer 2.0

Team Checkfront

Project Status Report 2

Sprint 1

Period ending:	May 24, 2021
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Team Members	Number of Units completed this week
Selina Hashemi	8
Seiji Sagawa	6
Dylan Spence	0

Client:	Checkfront
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At the end of this week:

Number of units remaining in the project backlog	112
Number of units remaining in the sprint backlog	10
Number of units currently in progress	27
Number of units currently in review	6
Number of units completed this week	14
Number of new units identified (additional scope) this week	+12

Describe any tasks that could not be completed this week and how are these being addressed:

Task	How is this being addressed?
Validate Data	Sponsor clarification needed to determine required fields.
Transform Data for API	Dylan will ask project sponsors for clarifications during the sponsor meeting.
Step Tracker Update	Seiji is continuing to work on this.
Audit Error Handling	Dylan is continuing to work on this.
Presentation PowerPoint	On hold. Selina will complete this after finishing the speech notes.
Presentation Speech Notes	Selina is currently working on this.
Presentation Recording	Team members will write and record.
Presentation Video Submission	On hold. Selina will work on this using Premiere Pro or iMovie as soon as all teammates have submitted their recordings.

Describe any long term (more than 1 sprint) tasks that cannot be completed and their impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes.

Team Checkfront Meeting Schedule:

- 9:30 AM on Monday and Friday (skipped Wednesday meeting)
- 12:00 PM on Tuesday
- 11:30 AM on Thursday

Sponsor Meeting Schedule:

10:00 AM on Friday

Sponsor Meeting Notes:

[REDACTED]

At the end of each sprint (even numbered weeks), include everything above and the following:

1. **Project end date as estimated at the end of last sprint (based on burn-up chart)**

July 12, 2021

2. **Project end date as estimated at the end of this sprint (based on burn-up chart)**

July 12, 2021

3. **Estimated unit completion target for this sprint**

25 units

4. **Achieved unit completion target for this sprint.**

14 units

5. **Provide context for any loss or gain in productivity.**

Two team members had an appointment to attend on Wednesday, May 19.

6. **Estimated unit completion target for next sprint. If different, please explain justification.**

35 units.

7. Attach a list of tasks addressed in the current sprint and their current state, assigned resource and estimate.

Current state	Issue name	Units	Assignee
To Do	Presentation Recording	5	Dylan, Seiji, Selina
	Presentation Video	5	Selina
In Progress	Transform Data for API	8	Dylan
	Validate Data	8	Dylan
	Presentation PowerPoint	1	Selina
	Presentation Notes	5	Selina, Dylan, Seiji
	Audit Error Handling	8	Dylan
Review	Project Info	1	Seiji
	Step Tracker Update	5	Seiji
Done	Team Members Info	1	Seiji
	Gift Certificate Importing Page	5	Seiji
	Form Layout	5	Selina
	WSR 2	1	Selina
	Error Alert	2	Selina

8. Attach a picture of your completed burn up chart.

