New Customer Data Importer 2.0
Project Status Report #1
Sprint #0

Period ending:	May 14, 2021

Team Name: Team A	Number of Units completed
Selina Hashemi	12
Seiji Sagawa	9
Dylan Spence	20

Client:	Checkfront

At the end of this week:

Number of units remaining in backlog	143
Number of units in progress	8
Number of units in review	1
Number of units completed this week	39
Number of new units identified (additional scope)	+2

Describe any tasks that could not be completed and how these is being addressed:

Task	How is this being addressed?
Project Info (Team Bio)	Seiji continues to work on this.
Presentation PowerPoint (Practice Presentation)	This task is on hold. Selina will work on other assigned tasks.
User Interface Update (Nice-to-haves)	Selina continues to work on this.

Describe any tasks that could not be completed and the impact:

Task	Impact
Project Info (Team Bio)	No impact so far.
Presentation PowerPoint (Practice Presentation)	No impact so far.
User Interface Update (Nice-to-haves)	No impact so far.

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

Team Checkfront Meeting Schedule:

- 9:30 AM on Monday, Wednesday, and Friday
- 3:30 PM on Tuesday
- 11:30 AM on Thursday

Sponsor Meeting Schedule:

- 10:00 AM on Friday

Sponsor Meeting Summary:

During the sponsor meeting, the internal team members asked for clarifications about our list of requirements, which include gift certificates importing, date validation, and re-mapping of booking information. The team members and sponsors also discussed error handling. Initial requirements involved hosting the application on the cloud, but this has been moved to our "Nice-to-haves" because internal access to their existing system is required. The sponsors also suggested that we are free to handle the version control the way we want and fix any bugs we find.

Sponsor Meeting Brief Notes:

- Gift Certificates
    - There is a specific endpoint for the gift certificates but has yet to be published
    - Use the /import endpoint
    - Gift certificate files are separate from the bookings file

- Date validation
    - Need to declare the exact date format
    - If possible, do dates and times in one chunk

- Re-importing and re-mapping fields
    - Checkfront does the re-mapping. This is done by bringing up a particular booking, exporting it into a CSV, and re-importing it.

- Add-ons and packages
    - No need to worry about an add-on being another line of an item

- Duplicate bookings
    - Duplicate bookings will have the same id
    - Identify duplicates and remove them

- Hosting
    - Hosting the tool will require another team to be involved
    - Hosting will be bumped down to "nice to have"

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)**

   N/A

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**

   35 units

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

   39 units

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

   We are still waiting for our sponsors to send us a test script so we were not able to work on the gift certificates importing tasks this sprint.

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

   Our estimated unit completion target for the next sprint is 35 and is lower than our previous sprint which has several smaller tasks.

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
In Progress	Presentation PowerPoint (Practice Presentation)	1	Selina
	Project Info (Team Bio)	1	Seiji
	User Interface update (Nice-to-haves)	5	Selina
Review	Team Members Info (Team Bio)	1	Seiji
Done	Summary Milestone Schedule	1	Dylan
	Add time to date recognition (Date Validation)	5	Dylan
	Team Members (Team Contract)	1	Seiji, Selina
	Introduction (Team Bio)	2	Selina
	Conclusion (Team Bio)	2	Selina
	Project Purpose (Project Charter)	2	Dylan, Selina
	Conclusion (Project Charter)	1	Seiji
	Project Deliverables (Project Charter)	1	Seiji
	Risks (Project Charter)	2	Seiji
	Project Approach (Project Charter)	1	Dylan
	Executive Summary (Project Charter)	2	Selina, Dylan
	Project Description (Project Charter)	3	Selina, Dylan
	End Date Validation (Date Validation)	1	Dylan
	Creation Date Validation (Date Validation)	3	Dylan
	Team Agreement (Team Contract)	2	Seiji, Selina
	Code of Conduct (Team Contract)	2	Seiji, Selina
	Improve Date Recognition (Date Validation)	8	Dylan

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

Burn Up Chart

● Cumulative Completed   ● Project Total Units   ● Estimated Trajectory