

New Customer Data Importer 2.0

Team Checkfront

Project Status Report 3

Sprint #1

Period ending:	May 27, 2021
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Team Members	Number of Units completed this week
Selina Hashemi	23
Seiji Sagawa	23
Dylan Spence	32

Client:	Checkfront
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At the end of this week:

Number of units remaining in the project backlog	116
Number of units remaining in the sprint backlog	0
Number of units currently in progress	8
Number of units currently in review	0
Number of units completed this week	49
Number of new units identified (additional scope) this week	+ 8

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

Task	How is this being addressed?
Transform Data for API (Gift Certificates)	/import endpoint from Checkfront's server is resulting in a 404 response. Dylan will clarify this with the sponsors.
Validate Data (Gift Certificates)	Same as above.

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

Task	Impact
Transform Data for API (Gift Certificates)	Our team won't be able to finish the Gift Certificates requirement if this is not addressed.
Validate Data (Gift Certificates)	Same as above.

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
- 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**

35 units

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

34 units (14 units last week and 20 units this week)

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

Due to the two weekly sponsor meeting cancellations, our week has been slow. We will pick it up again in the next sprint.

- 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			
In Progress	Audit Error Handling	8	Dylan
Review			
Done	Team Members Info	1	Seiji
	Gift Certificate Importing Page	5	Seiji
	Step Tracker Update	5	Seiji
	Form Layout	5	Selina
	WSR 2	1	Selina
	WSR 3	1	Seiji, Selina
	Error Alert	2	Selina
	Project Info (Team Bio)	1	Seiji
	Presentation PowerPoint	1	Selina
	Presentation Video	3	Selina
	Presentation Recording	5	Dylan, Seiji, Selina
	Presentation Notes	5	Selina, Dylan, Seiji
	Transform Data for API	8	Dylan
	Validate Data	8	Dylan
	Move formatting to before validation (Date Validation)	3	Dylan

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

