New Customer Data Importer 2.0
Team Checkfront
Project Status Report 6
Sprint 3

Period ending:	June 24, 2021

Team Members	Number of Units completed this week
Selina Hashemi	14
Seiji Sagawa	1
Dylan Spence	13

Client:	Checkfront

At the end of this week:

Number of units remaining in the project backlog	82
Number of units remaining in the sprint backlog	16
Number of units currently in progress	25
Number of units currently in review	13
Number of units completed this week	28
Number of new units identified (additional scope) this week	+3 3 - Display error message and duplicates on Gift Certificate Page

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

Task	How is this being addressed?
Gift Certificates - error messages on Gift Certificate Header Mapping Page	Manjot will speak to Checkfront's development team and ask about the vague status responses
Duplicate Bookings	This will be addressed during the sponsor meeting on Friday

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

Task	Impact
Gift Certificates - error messages on Gift Certificate Header Mapping Page	Our back-end developer will not be able to complete this requirement

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

Day	Time	Action Item

Monday	9:30 AM	- Meet with Checkfront
		- Work on ENGL-273 check-in questions
		- Additional tasks:
		  - Guest information header mapping page
		  - Guest information item mapping page

Tuesday	12:00 PM or after ICS 290	- Merge code to main branch
Wednesday	9:30 AM	- Meet with sponsor at 12:00 PM - Choose what parts to present for English presentation
Thursday	11:30 AM or after ICS 290	
Friday	9:30 AM	

Sponsor Meeting Notes (1st meeting for the first half of Sprint 3)

[REDACTED]

Sponsor Meeting Notes (2nd meeting for the first half of Sprint 3)

[REDACTED]

Sponsor Meeting Notes (3rd meeting for the first half of Sprint 3)

[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 22, 2021

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

   July 22, 2021

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

   34

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

   28 (mid-Sprint)

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

   N/A

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

   35

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 - ENGL 273 Presentation Progress Report	9	Dylan, Seiji, Selina
	Presentation Video Submission - ENGL 273 Presentation Progress Report	5	Selina
	Presentation Slideshow - ENGL 273 Presentation Progress Report-	1	Selina
	WSR 7	1	
In Progress	Website Assignment - ENGL 273	5	Selina
	Import - Guest Information	10	Dylan
	Validation - Guest Information	10	Dylan
Review	Step Tracker Updates for Gift Certificate	5	Seiji
	Guest Information Header Mapping Page	5	Seiji
	Display error message and duplicates on Gift Certificate Header Mapping Page	3	Seiji
Done	WSR 6	1	Seiji, Selina
	Summary Statement - ENGL 273 Written Progress Report	2	Selina
	Discussion - ENGL 273 Written Progress Report	5	Selina
	Concluding Sequence - ENGL 273 Written Progress Report	2	Selina
	Intro/Background - ENGL 273 Written Progress Report -	5	Selina
	Refactor and rewrite mapping pages and validation pages	13	Dylan

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

Burn Up Chart