

New Customer Data Importer 2.0

Project Status Report #1

Sprint #0

Period ending:	May 14, 2021
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Team Name: Team A	Number of Units completed
Selina Hashemi	12
Seiji Sagawa	9
Dylan Spence	20

Client:	Checkfront
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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:

[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)**

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.

