# Sprint <#> Tracking

|  |  |
| --- | --- |
| Team Name: |  |
| Team Members <Email Addresses>: |  |
| Team GitHub URL: |  |
| Team Google Drive URL: |  |

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## Sprint Planning

|  |  |
| --- | --- |
| Sprint Start Date: |  |
| Sprint End Date: |  |
| Sprint Demo Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Member Name |  |  |  |  |
| Committed days |  |  |  |  |
| Committed hours per day |  |  |  |  |
| Available  man-hours: | *[days x hours]* | *[days x hours]* | *[days x hours]* | *[days x hours]* |
| Focus Factor: | *[70% in Sprint 1 or calculated from the previous sprint]* | | | |
| Total man-hours | *[Show the calculation of the total man-hours]* | | | |

### Sprint Backlog

*[Screen captures sprint backlog and pastes it here.]*

|  |  |
| --- | --- |
| Total Story Man-Hours: |  |

### Sprint Goal

*[Use a single simple sentence to describe the business goal of the sprint.]*

### Daily Scrum Schedule

|  |  |  |
| --- | --- | --- |
| Date | Time | Location |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Notes

## Daily Scrum on <YYYY-MM-DD>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reported by: |  | | On Target: | *[Yes/No]* |
| Attendees: |  |  |  |  |

### Updated Sprint Task Boards

*[Screen captures all task boards and pastes them here if they differ from the previous Daily Scrum or indicates no change.]*

### Updated Burndown Chart

*[Screen captures the burndown chart and pastes it here if it differs from the previous Daily Scrum or indicates no change.]*

### Summary

*[Copy this page for each Daily Scrum.]*

*[Attendees answer the three stand-up questions:*

1. *What have you done since the last meeting to help the team finish the sprint?*
2. *What will you do until the next meeting to help the team finish the sprint?*
3. *What obstacles are getting in the team’s way?*

*Summarize the answers to the stand-up questions, the team discussion, and the team decisions.]*

## Daily Scrum on <YYYY-MM-DD>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reported by: |  | | On Target: | *[Yes/No]* |
| Attendees: |  |  |  |  |

### Updated Sprint Task Boards

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3. *What obstacles are getting in the team’s way?*

*Summarize the answers to the stand-up questions, the team discussion, and the team decisions.]*

## Sprint Retrospective

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Date: |  | | | |
| Attendees: |  |  |  |  |

### Final Sprint Task Boards

*[Screen captures all task boards and pastes them here.]*

### Final Burndown Chart

*[Screen captures the burndown chart and pastes it here.]*

|  |  |
| --- | --- |
| Focus Factor  for next sprint: | *[Total Completed Story Man-Hours / Total Available Man-Hours]* |

### Reflection

|  |  |  |
| --- | --- | --- |
| Good | Could be better | Need improvement |
| *[Each member should get uninterrupted time to contribute to each of the three columns.]* |  |  |

### Dot Voting Exercise

|  |  |  |
| --- | --- | --- |
| Start doing | Stop doing | Continue doing |
| *[Each member can suggest team improvement actions under each of the three columns for dot voting.  Then, each member can vote for three actions.]* |  |  |

Voting Results:

*[Select three team improvement actions with the highest votes from start-stop-continue for the team to work on the next sprint.]*

### Notes