

Weekly Brief for the Week #11

(22/05/2023 to 26/05/2023)

Meeting with the Client | Yes

Sprint | 4

1. Current Status

- This week we had a meeting with the client on the 25/05/2023 to discuss and present the work developed through Sprint 4.
- For Sprint 4, we purposed the implementation of 24 user stories and some more fixes and enhancements. We did all the fixes, enhancements and also all the user stories.
- In the end of the meeting, we schedule a meeting to collect metrics about the software. We plan to ask Ines (INOVA+ employee) to do a set of guided tasks that we will create. We also discussed with INOVA+ the handover process. We agreed that the code will be delivered to their GitLab repository. When it comes to the *PIMP (Product Installation and Maintenance Packages)* INOVA+ requested that we develop a *User's Manual* that we agreed to deliver on 18/06/2023.
- In our usual Wednesday afternoon meeting we discussed the development of the *CPMM (Company & Products Marketing Material)* deliverable. We plan to create the *poster*, the *elevators pitch* and also a *demonstration video* that we will use in LGP Challenge with support of a tablet to display it. To assure these tasks are made on time and with quality we did a small overview of each of them and then we assigned a person to each one.

2. Plans for the coming weeks

- Next week we will meet with the client on 01/06/2023 to collect the metrics about the software.
- We will also work on the Slide Deck for the LGP Challenge and all the planning we need to ensure it all succeeds.

3. Potential Risks

-