Weekly Brief for the Week #3
(13/03/2023 to 17/03/2023)

Meeting with the Client	No
Sprint	1

1. Current Status

▪ We received the confirmation about the *Meeting Minutes 2* we sent to the client on 10/03/2023. Everything was correct and the minutes were approved.

▪ We didn't meet with the client this week, although we exchanged emails about some doubts we had. They were very pleasing giving us some example newsletter and web tv content to use in our review meeting.

▪ We have already started working on the deliverables (Slide Deck and Product Vision and Prototype) for this week. As usual, we had a meeting with all team members during the week (Wednesday afternoon) where we decided who was going to be responsible for writing each deliverable. That way we split the team into the two deliverables to better manage our time and focus.

▪ The Product Vision and Prototype is not finished yet, we still need to do our Prototype.

▪ We have only done 1 of the 13 total user stories proposed for this sprint, so we feel that we need to improve our velocity in the next week.

2. Plans for the coming weeks

▪ Next week we will meet with the client on 23/03/2023 to present the work developed through Sprint 1. Then we will do a small retrospective for that sprint and start working on the next one.

▪ During next week we will work on the Project Survival Test and Project Management Intermediate Report. We will also make our Company & Teams Self-Assessment in the usual Wednesday afternoon meeting.

3. Potential Risks

▪ We start to feel a little overwhelmed with the amount of work we have ahead of us. To manage these feelings we are starting to better split the team into different parts of the work, not needing everyone to do everything.