POST SPRINT REVIEW REPORT

We work in sprints. This means in the long list of todos to deliver a project, this report will collate the five to six items due in one week. The project team must focus to close each deliverable to remain on track.

How to use this file: Download this in Excel or make a copy. Project coordinators must fill in the targets on a Thursday (start of the sprint), schedule a project coordinator meeting mid week and export this file as a PDF at the end of every sprint and uploaded to the Captivate Intranet on Basecamp.

Project Name	TNC Launch + First Drop
Budget Source	[Captivate Client, Internal Project]

Project Coordinator Name

Nikki

Report Date   [must be dated on a Wednesday prior to L10]

Start Date: July 11

End Date: July 18

Sprint target: By the end of this sprint these are the target deliverables. These are taken from the schedule portion of Basecamp.

1	First draft of Mockups for the ff: Homepage, About Us
2	Finalized copies for TNC Club and FAQs
3	Finalized mock ups of other pages
4	Export and send to Marvin
5	Ads go live on the 19th
6	Countdown announcements

Mid Week Discussion   By the middle of the week, the team has a discussion and these were clarifications made or items discussed.

1	Discussion has been done with Brainnex and they are closely monitored to not delay any further
2	Lazmall and Tiktok Shop has already been created to help with sales
3	Stock footages of EMS were sent to Brainnex to help with other video requirements
4	Discussed with KTS the possibility of additional shoots for UGCs and if footages sent don't suffice

Status: Project is OFF TRACK.

If off-track:

What is the reason of not meeting this week's sprint targets? Is this clear among all team members?

Ad was supposed to be submitted before the 15th. It was submitted late and there were a lot of back and forths until outcome was unsatisfactory. Scripts were also revised accordingly

How to close delay and action plan to get back on teack

Miggy and team are now closely monitored and coordinated with. Check ups are also done daily to know if anything is needed

What will this delay cost? Does everyone understand this cost?

Are we pushing a launch? Will it mean the end of this project will be pushed by 1 week?

Accountability Charter: We affix our signatures below to acknowledge that this report is the true picture of what happened this week for this project.

[Team member 1]   [Team member 4]

[Team member 2]   [Team member 5]

[Team member 3]   [Project coordinator]