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

Project Coordinator Name

HGR

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

Start Date: [Start on a Thursday] 7/25/24

End Date: [End on a Wednesday] 8/1/24

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

#	
1	Follow up - Write a press article, Prepare Press Kit, Send Kit and Article to Press, Face to Face Meeting with Press people, Gleapcard Sales Deck
2	Follow up on Corporate Prospect List - 100 (8/100 - Shangrila makati, Shangrila fort, Edsa shangrila, Conrad, Sunlife main office, Axa main office, Ygc— RCBC and Mapua)
3	List of TV Press to Tap
4	Reach out to press and schedule F2F meeting
5	Web design - Development and Go Live
6	First set of Ads tomorrow 7/19
7	Create Stickers (Serial Number/Activation Code)
8	Create PO of Card, Stickers, and Holder(packaging)
9	Nikki to create a list on a spreadsheet - LIST of Industry leaders and KOLs complete with Name, emails, contact info, Social media handles, Address, Industry, QTy of Product sent, Schedule of Meeting
10	

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

#	
1	No materials forwarded for press yet
2	No new companies were added, will follow up with Anne and KTS if they have offices to add
3	Tapped Eddie Mendoza --> he will seed the footages to outlets
4	Cards already ordered, we are just waiting for the card to arrive and it will be ready for distribution to reach out press and schedule F2F meeting.
5	Website pages are all done, ready for review and approval for Go Live.
6	AD was posted, ready for boosting

7	Already delivered the layout of the stickers on 7/23 - delayed 1 day because of 500 paired items to layout.
8	Just ordered on 7/22 because the code only delivered on 7/20 then create costing on 7/21 (waiting on the arrival of the card on the 2nd week of August)
9	
10	

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?

Still waiting for the printed cards and article/press kit to be sent out. No additional corporate prospect lists. Waiting for the website to go live.

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

NPC to sen out cards to KOL and meet press to do PR again when card arrives. Follow up corporate prosepect lists. Website to launch live as soon as possible.

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?
- Launching will be moved again on the 2nd week of August

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

KTS   Jan/MLT

Nikki   Michelle

Anne   HGR