

POST SPRINT REVIEW REPORT
<p>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.</p>
<p>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.</p>

Project Name	TNC Launch + First Drop	Project Coordinator Name	Nikki
Budget Source	[Captivate Client, Internal Project]		
Report Date	[must be dated on a Wednesday prior to L10]		
Start Date:	August 1	End Date:	August 8

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

1 TNC dev link -> done, provide MARvin with product list
2 Finalized copies for TNC Club and FAQs -> FAQs done, KTS to finish TNC club
3 Finalized mock up of TNC Club
4 Export and send to Marvin
5 Ads for Paho shoot
6 Direct response ads edits

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

1 Shoot for Paho done, finding a schedule for before and after fasting shoot
2 There are ads on Tiktok posted
3 To finish Direct Response ads by next week
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]