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] 8/8/24

End Date: [End on a Wednesday] 8/14/24

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

1	Event last saturday (how it goes) and the Standee (how was the material during the event)
2	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
3	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)
4	Update on product materials * Stickers (Serial Number/Activation Code) * Card Orders (Production + Delivery + Date delivered) * Packaging (Card Holder Prints)
5	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
6	Website countdown posts and email blasts
7	Website launching on August 2
8	Shoot with influencers? (reschedule - when and updates)
9	Get in touch with mother kate about the deals with the artists/influencers?
10	Moved launch date on August 17 (this is on the presumption that everyone is okay with using the available cards first)

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

1	- During the event there are few people who talk to us and interested. Few people came in the event but we managed to get 3 contacts and Nikki already sent an email proposals to them. - The Standee arrived last friday. The quality is good, it was sturdy and remain standing in the whole event.
2	No update on this. Follow up on Sir Kim.
3	We added 3 on the list that we get on the expo plus the Ayala Group, so we have added 4 on the lists.
4	- Stckers has been delivered. - Cards will arrived and delivered by Friday this week. - Packaging/Slits are ready for pickup on monday.
5	Spreadsheet lists will be delivered on August 15.

6	- The 1st journey email was delivered on August 14 and the 2nd email will be on the 15 and the 3rd on the 16. The 1st email was turn-over to the web dev last friday and the 2nd & 3rd was delivered last monday, web dev created this last monday but the Database was done and turn-over on tuesday August 12 that's why sending of emails just started August 14. - There is no updates on countdown posts.
7	- Website already launched.
8	Shoot and sched - We met with one influencer last Saturday after the event. Draft videos will be sent next week (because he/she is in Bacolod this week). We will still coordinate to other influencers.
9	Mother Kate - No available artists with low rates but Nikki have to talk with Sir Kim regarding this. We have Dianne Medina, she is okay with 2 products and we can reshare it for a month but she only bargain us for 45k only.
10	Launch date on August 17 will be pushed if we already have the cards on hand. But if we needed a few cards coordinate Michelle to push through launching on 17.

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?

Waiting for the printed cards to be sent out. Email blasts were just started delivering this week.

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

Sent out cards when arrived. Follow the schedule of planning.

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 pushed on the 3rd week of August (if we have the cards on hand – if not launching will be moved again on the 4th 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