

## 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	Project Coordinator Name
Budget Source	[Captivate Client, Internal Project]	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 Updates on press articles, kit and sales deck.
- 2 Update of spreadsheet ng LIST of Industry leaders and KOLs complete with Name, emails, contact info, Social media handles, Address, Industry, Qty of Product sent, Schedule of Meeting
- 3 Email Blasts Update
- 4 Shoot and Scheds? Did we receive the draft videos?
- 5 Get in touch with mother kate updates?
- 6 Gleapcard promo codes and shared posts?
- 7 Update on product materials
  - \* Card Orders
  - \* Packaging

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

- 1 No articles have been turned over yet.
- 2 The lists that were given last July 25 will be the same lists of industry/corporate leaders and KOLs according to Nikki. Nikki will call based on the lists because not all have email addresses. Nikki has also different master lists with 100 companies on top of these lists. She will incorporate all in one list to create a masterfile of gleapcard and certification software.
- 3 We did not manage to send emails because of account plans issues but if the issue has been resolved Nikki will push to send it. We will just change the date of the artwork.
- 4 The second meet up of Nikki and influencers will be on Monday (Aug 26). The influencer last Aug 5 that committed has already sent the draft video. Nikki will just have to review it for editing and posting.
- 5 Plan B will be the circle of Vince to talk to his friends. Nikki to remind him because he just got back from Bacolod. We can't negotiate with Mommy Kate because they closed the deal at 45k.
- 6 Promo code is already done by Marvin. For sharing of influencer posts, Nikki set the second meeting on Monday
- 7 Gleap cards have already been delivered in the office (50 pcs black, 50pcs blue, 10pcs for the influencers). We have a partial 20 pcs card packaging each design in the office then the remaining cards packaging to be picked on this day (Aug 21). Card packaging is 300 pcs all in all.

Status: Project is OFF TRACK.

**If off-track:**

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

Email blasts were failed to send. We just got 1 influencer only and we have to set another meeting to them.

**How to close delay and action plan to get back on track**

Sent out the arrived cards. 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?

- **Already been soft launch (we have the cards on hand to push the launching)**

**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