

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] 09/26/24	End Date:	[End on a Wednesday] 10/02/24

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

1	Influencers schedule and also looking for new influencers
2	To download tiktok post of the influencer and share
3	Boost Ads - To reach by many and if we can ask our friends to like, follow, and share our socials
4	Segueway the proposal of Gleapcard to TNC office to office presentation
5	Create a presentation guide for the affiliate program
6	Reach out again to SMDC and Filinvest to ask the work around of thier flyer and propose to them that we can create thier flyer with QR code
7	Agreement with Filglobal
8	Create email campaigns

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

1	Nikki are still looking for new influencers
2	Already downloaded and shared
3	Nikki already emailed michelle last Friday, resent it again tonight
4	There is no updates here yet
5	Will just getting started to create
6	Nikki's contact person last time are still busy and will call again before the week ends
7	Nikki will ask this from Kim, they haven't talk yet
8	Will create copy for email blast focusing on features, videos also Will have a month long introductory 20% off on purchases (still for approval)

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?

There are some items need to follow-up and create the scheduled tasks.

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

Need to follow the scheduled sprint and to reach by many people

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

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