

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] 10/11/24

End Date: [End on a Wednesday] 10/23/24

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

- 1 Onboard new influencers
- 2 Segway proposal of Gleapcard to TNC office to office presentation
- 3 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
- 4 Oct to Nov Email campaigns updates
- 5 What is the Plan for Nov to December

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

- 1 No new influencers have been acquired yet.
- 2 There's no TNC presntation schedule yet but Nikki has a schedule for a gleapcard presentation at MCL (Malayan Colleges Laguna - Mapua) this Friday.
- 3 The SMDC and Filinvest meeting did not go through, but there is a meeting scheduled for Friday with a manager at filinvest. Also face to face and meet at 6:30
- 4 All emails are being sent out. We have a schedule for the following dates of Oct 16, 18, 19, 21, 22, 23 and there will be follow-up emails on Oct 26, 27 and 28 for the 5 days extended 10% promo. Still waiting for the results of the successful email and number of clicks.
- 5 The Deck for the coming November to December plan is currently in progress and will share today once done.

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?

No clear plans yet

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

Push through the planning for the upcoming months.

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?
- Plan to make the product more familiar to more people so that more people are interested to avail.

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