

<p><b>We work in sprints.</b> 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><b>How to use this file:</b> 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>

<b>Project Name</b>	GleapCard Launch + First Drop	<b>Project Coordinator Name</b>
<b>Budget Source</b>	[Captivate Client, Internal Project]	
<b>Report Date</b>	[must be dated on a Wednesday prior to L10]	
Start Date:	[Start on a Thursday] 10/17/24	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 their flyer and propose to them that we can create their 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 presentation 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