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	GwC - Development	**Project Coordinator Name**	
Budget Source	[Captivate Client, Internal Project]		

Report Date   [must be dated on a Wednesday prior to L10]

Start Date:	**June 27, 2024**	End Date:	**July 3, 2024**

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

	Borrower's Portal
1	Loan Application Process * Loan Readiness Assessment * Loan Summary Generation * Loan Reference Number (Auto-Generation) * Notification Sending * Video
2	Auto Email Sending (Authority to Deduct) * PDF Generator integration
3	Authorized Representatives functions to loan applications
4	
5	

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

1	Use initial values from GWC prospectus
2	
3	
4	

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?

Score to rate equivalent (low-risk, mid-risk and high-risk).

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

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?

Accountability Charter: We affix our signatures below to acknowledge that this report is the true picture of what happened this week for this project.

Jan Aireon Batutay   [Team member 4]

Marvin Luis Tan   [Team member 5]

Anton Jay Hermo   [Project coordinator]