CSE 499 Sprint Record

# Week

This record is for (Put and X on one): \_\_ W03 Sprint 1 • \_\_\_ W04 Sprint 2 • \_\_\_ W05 Sprint 3 • \_\_ W06 Sprint 4

# Accountability Record

Record each team member’s activity. Each team member should open the document on their own computer and type their name in the column for the activity they participated in as a signature that they affirm they completed the activity.

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| --- | --- | --- |
| **Person** | **Completed Planning (by Tuesday)** | **Attended Standup** |
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# Sprint Planning

No later than Tuesday each team member should record what features they will be working on for the sprint.   
(add or remove rows as needed)

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| --- | --- | --- |
| **Feature** | **Lead** | **Tasks** |
|  |  | |  |  |  | | --- | --- | --- | | Person Assigned | Name: Brief Description | Est. Hours | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
|  |  | |  |  |  | | --- | --- | --- | | Person Assigned | Name: Brief Description | Est. Hours | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
|  |  | |  |  |  | | --- | --- | --- | | Person Assigned | Name: Brief Description | Est. Hours | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

# Standup

Record the results of your standup meeting.

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| --- | --- | --- | --- |
| **Person** | **Feature/Task** | **Progress Notes** | **Blockers/Help Needed** |
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