A close-up of a roller coaster

Description automatically generated with low confidence

*Group Name*

*Team Members Name*

*Date*

**Project Name**

Documentation Heading

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SIS Weekly Journal Preface (Delete this when Done)

**Group Name**: # of Spring and Date:

**Your Name**: Student ID:

**=== Please delete below contents in your submission ===**

Description: Each week during your sprint you should submit a stand-up meeting table. At the end of each sprint you need to submit a Retrospective table. It can be useful to include notes in the retrospective table during the sprint for reference during your retrospective meeting.

Stand-up meeting preparation & Retrospective preparation:

Each team member will bring and present the software implementation & testing work-in-progress for the current iteration in hand according to the sprint plan, assigned tasks, and commitment. To have better preparation, you are required to answer the following questions and upload your answers through private MS Teams channel before 3 pm. Please refer the assessment rubric for more detail about timestamps and contents.

Notes:

1. Pleae keep the content as simple as possible. The point is to highlight your work and thoughts to your team members within a very short period. The commit links are COMPULSORY. No commit link(s) -> No Mark.

2. Every highlight progress requires your clear and correct commits! If you are not submitting codes you need to commit your work products to a repository. For example, if you are working on UI designs, you need to export your designs to a PDF or JPG and commit them.

3. Please line up the contents across all of your journals. You can copy and past last week’s “Things I am going to get done in the following week?” and address each of them in this week.

4. You normally need to fill in the table of stand-up meeting. If your team will have retrospective meeting in coming workshop, you can only work on the table for retrospective meeting.

5. Please name your file as StudentName\_ID.

6. Please upload the weekly journal BEFORE 3 pm.

7. If your weekly journal is submitted late you will lose the 2%.

8. You are only allowed 2 late submissions of the weekly journal in the semester. After those late submissions, ALL LATE weekly journals will be marked with 0.

9. Journals are only marked for timely submissions week to week so you can make modifications to your weekly journal after submissions. However, you need to create a new file called StudentName\_ID\_UPDATED. If you made modifications to the original file and the timestamp of “last modified” shows a date after submission, it will be taken as LATE SUBMISSION.

10. Please collect 4 weekly journals and/or design thinking (to ALL functions you are working on) as one combined file for assessment submissiom.

**=== Please delete above contents in your submission ===**

# Stand-up meeting:

## Things I have done since last week’s meeting?

## Things I am going to get done in the following week?

## What obstacles/blockers I have?

## What can I get help with and from whom? (matching the above answers if you have)

# Retrospective:

## Acknowledgments

## What went well or very well in this sprint?

## What didn’t go so well in this sprint?

## Next actions (specific tasks, assigned to specific person/people, arrangement, management)

# Bibliography

<https://www.hexagongeospatial.com/products/google-maps-platform/google-maps-for-real-estate>

<https://knowyourmeme.com/photos/1506130-elon-musk>

<https://upload.wikimedia.org/wikipedia/commons/6/6d/Stoned_Fox_.jpg>

<https://www.openstreetmap.org/user/ybon/diary/21701>