***Documentation Packet [ 25 03 03 23 ] Mar 3rd, 23***

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| Student Name: |  |
| Goals:  1. Learn to schedule and conduct meetings 2. Learn to organize projects with KanBan | Events:  1. Tuesday, Jupyter Notebook Lesson 2. Friday, Javscript CIW Practice Exam |
| Included Documentation  1. Bounty Board [J] 2. Improvement Plan [\*] 3. Personal Project Progress 4. Jupyter Notebook Intro 5. Workload Evaluation and Planning [S] 6. Reflection | Required Documentation:  1. Improvement Plan [\*] 2. Jupyter Notebook Intro 3. Workload Evaluation and Planning [S] 4. Reflection |
| Changes/Notes:  * [\*] are assignments for specific students | |

# Bounty Board [J]

Refer to the Bounty Board in class. You may complete any of the tasks on the board for rewards. If you do, write them in the box below and inform the instructor. If you have teammates working on the same bounty, also write their names in the box.

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# Personal Project Progress

Maintain a GitHub Repo for a personal project that you or you and several classmates work on. Maintain issues, documentation and Project boards in this repo. Write in the box below what progress was made on this project this week. Prove this work with issue tracking, commits, and PRs. Write your evidence in the box below.

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# Workload Evaluation and Planning [S]

1. Merge all work completed by all members of your group into a Development or Release Candidate (DEV or RC) branch.
2. Thoroughly test the most recent DEV or RC branch after merging to ensure all Issues were solved.
   1. Close all issues that have been successfully completed
   2. Leave detailed comments about any errors that remain in the Issue, preventing it from being closed
   3. Open a new Issue with detailed description for any new errors
3. Using Teams, schedule a time to demonstrate last week’s work and present new Issues to your instructor, and have them sign below.

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1. Coordinate with other seniors to determine what your goals are for next week.
   1. You must create or find a detailed Issue on the Github repo you are working on, and have yourself assigned to it.
   2. The work chosen should reasonably take between 4 to 8 hours to complete
   3. You may assign yourself multiple Issues to meet the 4 to 8 hour requirement
2. Write your planned work for the week in detail in the box below, including where to verify and check the job planning documentation:

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1. Have your chosen work approved by the teacher the earliest day you can. If there is a reason that you cannot, document below:

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# Improvement Plan [\*]

1. Write an essay, minimum five paragraphs, one page, single spaced, addressing:
   1. What was the core problem with your time management that made you unable to complete any of the assigned work on your project?
   2. What tools did you fail to use to coordinate and complete the project?
   3. What is the **specific plan** you have to ensure that you will complete your projects on time in the future?

# Reflection

**What is one technique you learned in your coding this week, and what kinds of things can you use it for (the more specifics the better) ?**

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**What was a challenge to your time management this week, and what can you do to avoid it in the future (specific plan) ?**

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**What opportunities did you not take advantage of this week, and how would it helped you if you had? *OR* … What opportunity did you take advantage of this week, and what has it changed for you?**

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| 10 | You went above and beyond expectations. You applied knowledge that was not taught in this class in addition to what was taught. | * All assignments start at 9/10 possible points * 1 point is deducted per infraction   + Lateness   + Mistakes   + Unprofessionalism   + Not following instructions   + Etc. * Outstanding submission increase by 1 point and yield a pog. |
| 9 | You performed as well as can be expected for this class. You show a complete understanding and made no mistakes. You have mastered the subject. |
| 8 | Assignment is complete. You show a good understanding of the subject, but there are mistakes or minor incorrect details. You are ready to move to new subjects. |
| 7 | You show and understanding of the subject, but there are serious errors, or there are pieces you can practically use without understanding them. Remediation needed. |
| 6 | Assignment is incomplete but/or you showed that you understand at least the fundamentals of the subject. Assignment is low effort. Serious need of remediation. |
| 5 | You show minimum effort, assignment is incomplete, or have serious mistakes. You did not demonstrate that you understand the content or purpose of the submission. |
| 0 | The work was not submitted, damaged, seriously incorrect, or unprofessional. The submission is rejected. |

# Jupyter Notebook Intro

# Workload Evaluation and Planning [S]

# Improvement Plan [\*]

# DocPac / Reflection