***Documentation Packet [ 31 21 04 23 ] Apr 21st, 23***

|  |  |
| --- | --- |
| Student Name: |  |
| Goals:  1. Prepare for ITF Testing 2. Set up company projects | Events:  1. No school Friday |
| Included Documentation  1. Personal Project Progress 2. Company Project Setup 3. IT Fundamental Forms 4. IT Fundamental Preparation 5. Certification Exam Form 6. Comptia Parent Permission Form 7. Reflection | Required Documentation:  1. Company Project Setup 2. IT Fundamental Forms 3. IT Fundamental Preparation 4. Reflection |
| Changes/Notes:  * None | |

# 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.

|  |
| --- |
|  |

# IT Fundamentals Forms

1. Obtain a copy of the “Certification Exam Form” and the “Comptia Parent Permission Form”
2. Have each filled out properly and placed in your DocPac
3. Bring the $20 testing fee to the instructor for safe-keeping
   1. If there is a reason you cannot complete steps 2 or 3, contact the instructor immediately

# IT Fundamentals Preparation

1. In a TestOut practice exam for the ITF, score at least a 80% or higher.
2. Screenshot proof if the score and save it as “FirstnameLastname.png” in the “ITFPrep” directory of this DocPac. If this directory does not exist, create it.

# Company Project Setup

1. Determine the repo maintainer for your project
2. Set up the repo and branches
3. Get permissions to team members and remove old members
4. Determine a workflow for merging code
5. Determine a first goal and create Issues accordingly
6. Assign an issue to each team member that can be completed in one week
7. Fill out the tables below:

|  |  |
| --- | --- |
| Github Repo | |
|  | |
| First Goal | |
|  | |
| Assigned Issue # | Employee Assigned |
|  |  |
|  |  |
|  |  |
|  |  |

# 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) ?**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

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

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**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?**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# A picture containing text, monitor, screen, clipart Description automatically generatedGrading

|  |  |  |
| --- | --- | --- |
| 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. |

# Company Project Setup

# IT Fundamental Forms

# IT Fundamental Preparation

# Reflection