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| Project Specific Tasks |
| Company wide tasks |

# Week to Week Checklist

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| 6 Weeks | 12 Weeks | Task | Due Date | Done? |
| 12 | 12 | Ensure there is a succession plan for team leaders/project leaders etc. |  |  |
| Create a group chat with the company leaders for the next trimester. (Company Leadership channel already exists. |  |  |
| 0 | 0 | Ensure all projects across Chameleon have a leader and include them in the company leadership team. |  |  |
| Elect one person to give the presentation at the juniors initial lecture week 1 to promote Chameleon and encourage new juniors to join. |  |  |
| Week 1  (Onboarding) | Week 1  (Onboarding) | Have an initial Chameleon company leadership meeting with acting directors (set up re-occurring weekly meeting). |  |  |
| Organise a recruitment form to onboard new students. |  |  |
| Make posts in channels to recruit junior students to join Chameleon. |  |  |
| Elect a couple students to go through the recruitment for submissions and put students into projects. |  |  |
| Go through and prepare the COM Trello board for the new trimester, ensure you add all new students and remove old students. |  |  |
| Create an availability sheet for your project so that meetings can be scheduled to the availabilities of the team members. |  |  |
| Set up log sheets so that students can log their hours. |  |  |
| Find juniors with the potential to lead within the recruitment process to fill the gaps in your leadership teams. |  |  |
| Attend all initial teams meetings to answer any questions about the project in general or about the capstone program. |  |  |
| Week 2  (Sprint 0) | Prepare the first OnTrack company task – Company Objectives and Structures. |  |  |
| Continue to assign new students to projects. |  |  |
| Contact City of Melbourne client and begin discussions of an initial client meeting. |  |  |
| Organise the initial weekly stand-up meeting time for COM project. |  |  |
| Make a post in the channel about the client meeting. |  |  |
| Post company task in channel for students to review on the Friday before Sunday submission. |  |  |
| Assist teams in onboarding new students (if required). |  |  |
| Have a project wide meeting to introduce Chameleon and capstone in general (template and recording can be found in trimester 1 folder). |  |  |
| Continue to attend all teams meetings to answer any questions about the project in general or about the capstone program. |  |  |
| Week 2  (Sprint 1) | Week 3  (Sprint 0) | Finalise any last minute new students into their teams. |  |  |
| Set meeting time with the client, preferably right before the beginning of sprint 1. |  |  |
| Set up template and add to Trello card for the client presentation slides. |  |  |
| Assist teams in their preparation of the client meeting presentation. |  |  |
| Assist teams in identifying their deliverables for the trimester. |  |  |
| Attend all teams meetings to answer any questions about the project in general or about the capstone program. |  |  |
| Schedule first mentoring meeting with acting directors. |  |  |
| Week 4  (Sprint 0) | Set up a practice (Dry run) for Client presentation. |  |  |
| Ideal week to have the client presentation (before start of sprint 1). |  |  |
| Check in with each of the teams and see if they need any assistance or guidance on deliverables etc. |  |  |
| Begin preparation and create template for the next company task – Company Progress Report. |  |  |
| Talk to teaching staff (Rita Wu) about preparations for InnoFes (This is for Trimester 2 only). |  |  |
| Week 3  (Sprint 1) | Week 5  (Sprint 1) | Finalise company task - Company Progress Report. |  |  |
| Post the Company Progress Report in Chameleon channel for all students to review on the Friday for submission on the Sunday. |  |  |
| Decide which students are going to InnoFes, create chat and let them know what is to be done in preparation (Trimester 2 only). |  |  |
| Relax over the break (give your brain a break). |  |  |
| Week 6  (Sprint 1) | Have your first InnoFes meeting with your company (Trimester 2 only). |  |  |
| Email client to organise second meeting time in week 7 (end of sprint 1). |  |  |
| Check in with all of the teams and see whether they are on track during sprint 1. |  |  |
| Week 4  (Sprint 2) | Week 7  (Sprint 1) | Schedule your second mentoring catchup meeting with the acting directors. |  |  |
| Ensure all teams are On-Track to finish their deliverables by the end of the week/sprint. |  |  |
| Ideal week to have the second Client meeting before sprint 2. |  |  |
| Week 8  (Sprint 2) | Ensure all teams are clear in what their deliverables are and they have communicated it clearly within their team meetings. |  |  |
| Begin discussions about showcase videos and handover documentation for the COM project. |  |  |
| Begin discussions about showcase videos and handover documentation for the company. |  |  |
| Week 5  (Sprint 2) | Week 9  (Sprint 2) | Contact Client to organise the final client meeting in week 11 to present final deliverables. |  |  |
| Set up templates for Chameleon handover and showcase company task. |  |  |
| Discuss the Chameleon showcase video and how it will be created, organise speakers etc. |  |  |
| Within COM project organise our own showcase video. |  |  |
| Create templates for the COM handover document. |  |  |
| Prepare for client meeting – decide on who is presenting. |  |  |
| Week 10  (Sprint 1) | Finalise Sprint 2 deliverables and ensure all of the teams are on track to finalise the work they have been completing. |  |  |
| Organise a “dry run”/Practice of the client meeting presentation. |  |  |
| Organise a time to complete/record the show case video. |  |  |
| Week 6  (Handover Documentation) | Week 11  (Handover Documents | Finalise COM project handover document. |  |  |
| Finalise company handover. |  |  |
| Put the new showcase video link in the document. |  |  |
| Post the first draft of the company and showcase document for all students to review. |  |  |
| Ask a junior student to submit for juniors. |  |  |
| Submit the company handover and showcase document. |  |  |
| Upload all Ontrack company tasks to the GitHub repo. |  |  |
| Upload COM project handover to GitHub. |  |  |
| Ensure leaders for next trimester have correct privileges; Teams, GitHub, Trello, GCP. |  |  |
| Email client and introduce these new leaders. |  |  |