

## Week 5 feedback

### Weekly Report

This is the rubric I am following to grade the Weekly Reports:

#### Group Activities

- ☐ All files are loaded where they belong in github, in PDF format, and submitted with meaningful commit messages. ❌
- ☐ The weekly progress report is present, well-named, properly formatted. ✅
- ☐ The weekly progress report header information is complete, and documents an in-person meeting. ✅
- ☐ The weekly progress report documents recent progress for each individual member, if any, or documents no recent progress if a member has not accomplished anything recently. ✅
- ☐ The weekly progress report documents action items for each individual member, indicating what they will be working on in the coming week. ✅






#### Individual Activities

- ☐ Attended the weekly meeting in person. ✅
- ☐ Came to the meeting on-time and well prepared. ✅
- ☐ Member has documented recent progress. ✅
- ☐ Member has documented action items. ✅
- ☐ Week to week reports show progress is being made. ✅


















## **Jira**

This is the rubric I am following to grade the Jira progress:

### **Group Activities**

- ☐ Project is set up properly, and contains only coding project content. ( No development project )  0.5 (set it according to sprints per week, not with different subheadings)
- ☐ Project backlog contains stories for future development. 
- ☐ The current sprint has stories, with effort estimates. 
- ☐ Stories are assigned to individual team members. 
- ☐ Charts show that progress is being made. 

### **Individual Activities**

- ☐ Team member has logged in within the last week.    
- ☐ Team member has assigned tasks or stories.    
- ☐ Team member has recently completed work.    
- ☐ Team member activity stream shows active participation.     
- ☐ Team member's task status is evolving through the to-do, in progress, done states.  
