# Week 6 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 Grading next page –

## 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.

  ❌❌✅❌