CS 442 Weekly Progress ~~& Case Tool (Jira)~~ Checklist

Weekly Progress (Weeklies)

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, or has an acceptable excuse.
- ☐ Came to the meeting on-time and well prepared.
  (Assumed true if present, unless noted otherwise.)
- ☐ Member has documented recent accomplishments.
- ☐ Member has documented action items.
- ☐ Week to week reports show progress is being made.
  (Assumed true if previous 2 boxes checked, unless noted otherwise.)

~~CASE Tool Usage (Jira)~~ (Not checked Spring 2025)

~~Group Activities~~

- ☐ ~~Project is set up properly and is organized with clear sections, allowing easy navigation and a clear understanding of the current sprint.~~
- ☐ ~~Current spring has tasks / stories that are clearly defined and categorized into "to do", "in progress", and "done".~~
- ☐ ~~Stories are assigned to individual team members.~~
- ☐ ~~Stories are evenly distributed among team members.~~
- ☐ ~~Regular updates to stories, reflecting consistent team engagement and project progress.~~

~~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.~~