Date: 2/01/2025
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Group 2 Spring 2025

CS 442 Weekly Progress & Case Tool (Jira) Checklist

Weekly Report:

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

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.)

Things you did well:
- Good job on getting the repo set up and keeping everything organized.
- I've graded this favorably for submitting the weekly report as a PDF.
- I think you've chosen Jira as your CASE tool, email me if that is incorrect.
- Good job on being detailed on your recent progress & current action items.

Things that could be improved:
- Make meaningful commit messages "Uploaded Weekly Report Week 3"
- Make sure you have stories on your backlog to use in future sprints, currently it looks like there are no stories planned.

CASE Tool Usage (Jira)

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

Group Activities

- ☐ Project is set up properly, and contains only coding project content. (No development project) ✖
- ☐ 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. N/A

Individual Activities

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