

# Team Contributions: POC ProgName

Team #, Team Name  
Student 1 name  
Student 2 name  
Student 3 name  
Student 4 name

This document summarizes the contributions of each team member up to the POC Demo. The time period of interest is the time between the beginning of the term and the POC demo.

## 1 Demo Plans

[What will you be demonstrating —SS]

## 2 Team Meeting Attendance

[For each team member how many team meetings have they attended over the time period of interest. This number should be determined from the meeting issues in the team's repo. The first entry in the table should be the total number of team meetings held by the team. —SS]

| Student | Meetings |
|---------|----------|
| Total   | Num      |
| Name 1  | Num      |
| Name 2  | Num      |
| Name 3  | Num      |
| Name 4  | Num      |
| Name 5  | Num      |

[If needed, an explanation for the counts can be provided here. —SS]

### 3 Supervisor/Stakeholder Meeting Attendance

[For each team member how many supervisor/stakeholder team meetings have they attended over the time period of interest. This number should be determined from the supervisor meeting issues in the team's repo. The first entry in the table should be the total number of supervisor and team meetings held by the team. If there is no supervisor, there will usually be meetings with stakeholders (potential users) that can serve a similar purpose. —SS]

**Supervisor's Name:** [fill in this information]

| Student | Meetings |
|---------|----------|
| Total   | Num      |
| Name 1  | Num      |
| Name 2  | Num      |
| Name 3  | Num      |
| Name 4  | Num      |
| Name 5  | Num      |

[If needed, an explanation for the counts can be provided here. —SS]

### 4 Lecture Attendance

[For each team member how many lectures have they attended over the time period of interest. This number should be determined from the lecture issues in the team's repo. You can find the number of lectures in the time period of interest by looking at the [Google calendar](#) for the capstone course. —SS]

[NOTE: There will be approximately 13 lectures between the start of class and the POC demos —SS]

| Student | Lectures |
|---------|----------|
| Total   | Num      |
| Name 1  | Num      |
| Name 2  | Num      |
| Name 3  | Num      |
| Name 4  | Num      |
| Name 5  | Num      |

[If needed, an explanation for the lecture attendance can be provided here. —SS]

## 5 TA Document Discussion Attendance

[For each team member how many of the informal document discussion meetings with the TA were attended over the time period of interest. —SS]

**TA's Name:** [fill in this information]

| Student | Lectures |
|---------|----------|
| Total   | Num      |
| Name 1  | Num      |
| Name 2  | Num      |
| Name 3  | Num      |
| Name 4  | Num      |
| Name 5  | Num      |

[If needed, an explanation for the attendance can be provided here. —SS]

## 6 Commits

[For each team member how many commits to the main branch have been made over the time period of interest. The total is the total number of commits for the entire team since the beginning of the term. The percentage is the percentage of the total commits made by each team member. —SS]

| Student | Commits | Percent |
|---------|---------|---------|
| Total   | Num     | 100%    |
| Name 1  | Num     | %       |
| Name 2  | Num     | %       |
| Name 3  | Num     | %       |
| Name 4  | Num     | %       |
| Name 5  | Num     | %       |

[If needed, an explanation for the counts can be provided here. For instance, if a team member has more commits to unmerged branches, these numbers can be provided here. If multiple people contribute to a commit, git allows for multi-author commits. —SS]

## 7 Issue Tracker

[For each team member how many issues have they authored (including open and closed issues (O+C)) and how many have they been assigned (only counting closed issues (C only)) over the time period of interest. —SS]

| Student | Authored (O+C) | Assigned (C only) |
|---------|----------------|-------------------|
| Name 1  | Num            | Num               |
| Name 2  | Num            | Num               |
| Name 3  | Num            | Num               |
| Name 4  | Num            | Num               |
| Name 5  | Num            | Num               |

[If needed, an explanation for the counts can be provided here. —SS]

## 8 CICD

[Say how CICD will be used in your project —SS]

## 9 Team Charter Trigger Items

[Provide a summary of the quantified triggers identified in the team’s charter. —SS]

[Provide a list of any violations of the triggers. If the team wishes, the violations can be summarized on aggregate, instead of naming specific team members. —SS]

[Provide a plan to address the violations. This could include revising the triggers, if they are found to be too weak, strong or ambiguous. —SS]

## 10 Additional Productivity Metrics

[If your team has additional metrics of productivity, please feel free to add them to this report. —SS]