

# Sprint 4 Checklist

## Sprint 4 Assessment Checklist

This checklist helps you double check your work for Sprint 4.

### Meetings

Make sure your meetings (team meetings, supervision meetings and meetings with industry partners) are documented in Confluence (and only).

Meetings are recorded in Confluence and only. They were NOT exported to Github as they're part of internal process.

### Release TAG

Make sure that:

Students generated a release TAG on Github (containing all project resources, including exported documents/diagrams from Confluence).

### Demonstration video of your product

Make sure that:

Students generated a 3-5mins (max) video demonstrating their product (examples: <https://cis-projects.carrd.co/>)  
Students uploaded their demo to Confluence

### ZIP File

Make sure that:

Students created an organised release to the client on Github, including: documents, tests, data samples, prototypes, and images.  
Release was downloaded from Github, packed in a ZIP file, sent to the client (together with release notes) and added to Confluence (under Handover page).

### Final Presentation Slides

Make sure that:

Added to Confluence and Github. Industry partner will receive it as part of final release package.

### Product

Make sure that your product satisfy the following criteria:

Product is deployed and an URL is available on Github README so client can access current version of this software (IF APPLIED. If not, please explain).

### Additional Information

*do you have any other additional information you'd like to share with us? Please add it here.*