Disclaimer: All team members should have a chance to review this dashboard BEFORE it is submitted to Brightspace as it may be used to generate an individual grade which differs from the team mark.

Due Date: Refer to due date POSTED ON BRIGHTSPACE

Submit one dashboard per team (File name: <<team name>> Dashboard #) to the project professor via Brightspace as a word document or exported as pdf.

This first page as well as any informational text in italics needs to be deleted before finalizing the document and all example charts should be replaced with your own.

To Generate Charts

1. Open your project board in ZenHub
2. Ensure that you have updated your Project board and moved all completed Sprint items from Done to Closed. Those issues must be attached to a release, sprint and must have at least 1 story point assigned.
3. Ensure that all your requirements, admin and documentation epics have been added to your roadmap and dates set for them. Admin and Documentation should be the whole semester, requirements timeline should be Sprint 2 to the end of the semester.
4. To generate the charts, go to each item under Reports one at a time, enter a custom date range of start and end of the sprint or select the appropriate Sprint. Take a screenshot of the chart as well as the table underneath (if required) and add it in the appropriate spot much like the examples below.
5. Remove the *Instructions* from each section as well as this page.

# CST8334 Team # Dashboard #

## Cumulative Flow Chart

Instructions - Select Custom date range from start to end of Sprint then screenshot the graph and chart.

Graphical user interface

Description automatically generated with medium confidence

## Cumulative Flow Table

Calendar

Description automatically generated with low confidence

## Control Chart

Instructions - Select Custom date range from start to end of Sprint, select a start pipeline of ‘Sprint Backlog’ and a Completed pipeline to ‘Done’ then screenshot the graph and information under it.

Graphical user interface, text, application, email, website

Description automatically generated

## Burndown Report

Instructions - Select appropriate Sprint then select a Burn Pipelines of ‘Done’ and ‘Closed’ screenshot the graph and Story Points/Issues and pull requests details below it.

Graphical user interface, application

Description automatically generated

## Release Report

Instructions - Select release of MVP then screenshot the graph and chart.

Graphical user interface

Description automatically generated with low confidence

Text

Description automatically generated with low confidence

## Roadmap Progress

Graphical user interface, website

Description automatically generated

## Peer Review / Sprint Contribution

You must click on the pie graph below then go to “Chart Design” and “Edit Data in Excel” to modify the content. List every team member and then add the percentage that they contributed towards the sprint, consider both code and documentation contribution as well as meeting attendance. If you cannot come to consensus, please contact your project advisor to assist you.

## Meeting Attendance

Please replace ‘Team Member’ with the Member’s name and log attendance for official client and team meetings, failure to attend without a valid reason will result in a decreased grade for the individual. Meetings without sufficient (2 days) notice or which are setup ad-hoc for specific issues/brainstorming need not be recorded. Advising meeting attendance to be taken separately.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting | Date | Team Member | Team Member | Team Member | Team Member | Team Member | Attendnace Notes |
| Initial Team Meeting | Jan 13 | Present | Absent | Present | Present | Present | Sally was ill. |
| Client Discovery Call | Jan 15 | Present | Present | Present | Present | Present |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |