## NOTES FROM CLASS – 03/10/2025

* Along with daily Meeting Logs over the week, make one Retrospective document per week which should include what worked, what didn’t work, reflection of the week, objectives of the future.
* List future tasks in Jira for upcoming week as well. There shouldn’t just be all ‘completed’ tasks.
* Must have ‘project management’ folder in github that includes resource allocation, gantt chart per week.
* Don’t upload everything on github on Wednesday. That will be marked ‘red’ = 0.
* Marking will start from this upcoming week onwards.
* Tidy up github. Readme should only be top-level information on project and its architecture.
* Reviews/comments must be there for every pull request before it is merged. Not just the description of the commit.
* Daily diaries should be started from week 2 onwards.
* Arrange informal online teams meeting with Andrea, this week’s team mentor for our group, for 11am on Tuesday.