Project Checkpoint Submission Template

1. Project Scope:
   1. Upload a list of items discussed in your initial client meeting. These items should represent the tasks necessary to complete the project by the deadline.
      1. **See attached Project Scope PDF**
2. Gantt Chart:
   1. Original list of critical class milestones for Senior Design 1 semester (use syllabus dates as a guide - this is to be reviewed with the client).
      1. **See attached PNG**
3. Client Agreement:
   1. Upload a PDF of an email or document from your client agreeing to the Product Scope and Gantt chart timelines. (NOTE: Your client may add to ones you initially listed - that is actually a PLUS)
      1. **See attached email PDF**
   2. This agreement should follow a Zoom meeting or phone call with the client for confirmation.
      1. **Done on 09/30/2024 at 4pm**
4. Team Meeting Times:
   1. List the regular times when your team meets to discuss project progress, address issues, and plan upcoming work.
      1. **Team meetings will be held on Tuesdays and Thursday at 7pm.**
   2. Include standups (i.e. short communications between regular meeting times) where each team member provides updates on their tasks, blockers, and plans for the day. Mention how these standups help maintain alignment and pace within the team. In-person/email/chat where the team lead makes sure weekly activities are on track.
      1. **Daily standups are conducted over Discord chat to provide updates on everyone’s progress.**
      2. **These standups help ensure that everyone is on the same page and caught up with the project timeline. Sprints are also conducted to keep the team focused on specific goals and to track progress efficiently throughout each phase. This approach maintains clarity across the team and enables quick adaptation whenever necessary.**
5. Client Meeting Times:
   1. Who is point of contact between client and team (should be one person and a backup if primary person is unavailable)
      1. **Deniz Acikbas, Soham Naik**
   2. Indicate how frequently your team meets with the client (e.g., weekly, bi-weekly). Who is responsible and how many team members participate.
      1. **Weekly: Friday 2pm-2:30pm**
      2. **Person responsible: Deniz Ackibas**
      3. **All team members participate in these meetings.**
   3. These meetings should include updates on progress, deliverables, and any necessary adjustments to timelines or project scope.
      1. **During each meeting, the team prepares slides to present to the client, outlining what was accomplished last week, the challenges faced, lessons learned, and the plan for the upcoming week. This keeps the client informed at every stage of the project.**
6. Evaluation Criteria:
   1. How each team member should consistently evaluate (i.e each member of the team should evaluate the tasks and behaviors consistently with every other member of the team):
      1. Their own performance.
         1. **Quality of Work: Assess whether your work meets the project’s expectations in terms of accuracy, completeness, and attention to detail.**
         2. **Timeliness: Reflect on whether you consistently meet deadlines without needing frequent reminders or extensions.**
         3. **Initiative: Evaluate how often you take the lead in solving problems, suggesting ideas, or offering help without being asked.**
         4. **Learning and Growth: Measure how effectively you’re learning new skills or concepts that enhance your contributions to the project.**
         5. **Adaptability: Reflect on your ability to handle changes, whether it’s adapting to new project requirements or shifting timelines.**
         6. **Communication: Evaluate how clearly and regularly you update the team about your progress, challenges, and needs.**
      2. The team's overall performance.
         1. **Collaboration: Assess how well the team works together to achieve common goals, resolving conflicts and supporting one another when needed.**
         2. **Meeting Deadlines: Evaluate whether the team consistently delivers on tasks and milestones as planned, and how effectively the team manages delays or setbacks.**
         3. **Goal Alignment: Reflect on whether the team stays focused on project objectives and aligns individual efforts toward the bigger picture.**
         4. **Task Distribution: Consider whether tasks are evenly distributed based on each member’s strengths and availability.**
         5. **Problem Solving: Measure the team’s ability to overcome challenges and brainstorm solutions collaboratively and efficiently.**
         6. **Efficiency: Evaluate whether the team is using time and resources effectively to avoid redundant work or bottlenecks.**
      3. The behavior, contribution, and collaboration of teammates.
         1. **Respect and Professionalism: Assess whether each team member interacts respectfully and maintains a positive, professional attitude in all communications.**
         2. **Contribution Consistency: Evaluate whether each teammate consistently contributes to the project, meeting deadlines and maintaining the quality of their work.**
         3. **Willingness to Collaborate: Reflect on how open each teammate is to offering and receiving help, and whether they proactively engage in team discussions and decision-making.**
         4. **Responsiveness and Communication: Measure how promptly and effectively teammates communicate their progress, share updates, and address challenges with the group.**
         5. **Adaptability and Flexibility: Assess each teammate’s ability to adjust to changes in the project and whether they are willing to take on additional responsibilities when needed.**
         6. **Problem Solving and Initiative: Evaluate how teammates handle challenges or obstacles, and whether they take initiative to propose solutions or go beyond their assigned tasks.**
   2. This evaluation helps in identifying areas for improvement and fostering teamwork. (NOTE: There will be a form to independently submit evaluations)
7. Tools and Techniques:
   1. Specify the tools and techniques your team is using to manage the project, such as task management software (e.g., Trello, Jira), communication tools (e.g., Slack, Zoom), and version control systems (e.g., GitHub).
      1. **Task Management: Hive**
      2. **Communication: Discord**
      3. **Version control: GitHub**
   2. Mention the frameworks your team is applying (e.g., Agile, Scrum, Kanban) and how they facilitate the project’s execution.
      1. **The team is applying agile methodologies to facilitate project execution, specifically using Scrum. Sprints are being implemented to maintain focus on deliverables, with regular meetings held twice a week to ensure alignment. Weekly meetings with the client are also being conducted to provide updates, address concerns, and adapt to any evolving requirements. This ensures continuous progress throughout the project timeline.**