

CS3305.2019
Individual Report Specification
V1.0

Each student must submit an individual report with the following structure as below. Please start preparing this report in time as pulling together all information may require some time. This report is due on Friday 8 March at midnight.

Failure to submit leads to 0 marks *in total*, that is: students who do not submit will not share the team marks. As such, this is a “pass/fail” deliverable.

1. **Link to Repository:** Include a link to the project repository.
2. **Statement of Contributions:** State your contributions to the project. Specifically, provide a table that lists all user stories or tasks that were assigned/taken by you, and which you have completed. User stories should have the same identifiers as in the product/sprint backlogs. Provide the sprint number in which you took the task/story. Use this format: (the example commit link is one to a random open source project)

ID	Title	Sprint	Complete	Link to commit / pull request. If not available, provide link to source. If not applicable, state why.
12	as an admin I want to do XXX	3	Yes	https://github.com/perl6/nqp/commit/715ae5d871721ea97788397bae4b9f175c54dfac#diff-bfebe34154a0dfd9fc7b447fc9ed74e9
23	As a user I want to do YYY	4	No	n/a
1	Evaluate web frameworks	1	Yes	Internal evaluation led to decision to use framework X. No code

3. **Peer Assessment:** provide a table listing all your team members and yourself, and provide an indication of what they all contributed. You can include an estimate in percentage to the project, but that cannot be done precisely (i.e. it makes no sense to suggest that someone contributed 17% to the project; give estimates). Provide brief descriptions indicating people's contributions.
4. **Summary of Attendance:** your attendance has been recorded in the weekly attendance sheets that are submitted. Provide a table that lists all meetings that you did not attend, and provide a reason as to why not, like so:

Meeting date	Reason
February 1 at 14:00-15:00	Medical appointment
...	...

5. **Other.** If you want to share anything else, please do so here. Limit to 1 page. This is an option for you to share experiences or to “vent”. Please be frank, but keep it polite.

IMPORTANT NOTES:

- Formatting instructions:
 - text in 12-point size, using Times New Roman typeface.
 - Use margins of 1 inch or 2.5cm (default in MS Word).
 - Text in tables may be 10-point size.
 - Unreadable reports will be marked down.
- Non-compliance with the structure of the report or tables above will lead to a reduction in marks.
- Under NO CIRCUMSTANCES include any code that you may have written at a penalty of 10 marks. The purpose of these reports is to provide evidence of your work, not to hide behind a wall of information.
- Submit in PDF format only. DO NOT submit in MS Word or any other source format.