Team 1 Assessment 1

[Note: Text enclosed in square brackets and displayed in blue italics (style=InfoBlue) is included to provide guidance to the author and should be deleted before publishing the document.]

# 1. Key milestones

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Start of iteration | 22/07/2021 |
| Choose a push communication mechanism | 22/07/2021 |
| Hold a meeting to discuss assessment tasks | 25/07/2021 |
| Establish GitHub repository | 26/07/2021 |
| Create our team charter | 31/07/2021 |
| Create initial iteration plan | 01/08/2021 |
| End of iteration | 01/08/2021 |

# 2. High-level objectives

* Objective: Choose a push communication mechanism

Outcome: We have chosen WhatsApp as our push communication mechanism

* Objective: Hold a meeting in order to discuss assessment tasks

Outcome: A WhatsApp group call was organized

* Objective: Establish GitHub repository for version control of assessment documents

Outcome: GitHub repository created including main branch and sub branches

* Objective: Create our team charter

Outcome: Our team charter has been created which contains team mission, goals, skills and knowledge

* Objective: Create initial iteration plan

Outcome: Our first iteration plan has been created regarding assessment 1 of the subject

# 3. Evaluation criteria

* In the first class our team members created a WhatsApp group
* In the first WhatsApp group call meeting we talked over the assessment tasks
* Our GitHub repository was created
* Our team charter was created which contains our team members skills and knowledge, contacts, and team goals
* Our initial iteration was created to cover assessment 1 tasks

# 4. Work Item assignments

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work Item ID** | **Name or key words of description** | **Outcome** | **State** | **Assigned to (name)** | **Estimated Hours** | **Hours worked** |
| 1. | Choose a push communication mechanism | We have chosen WhatsApp as our push communication mechanism | Complete | Dehemi | 1 | 1 |
| 2. | Hold a meeting to discuss assessment tasks | First meeting was held through WhatsApp group call | Complete | Gaury | 2 | 2 |
| 3. | Establish GitHub repository | GitHub repository was established | Complete | Temuulen | 1 | 1 |
| 4. | Create our team charter | Our team charter was created | Complete | All members | 4 | 4 |
| 5. | Create initial iteration plan | First iteration plan was created | Complete | All members | 2 | 2 |

# 5. Issues

|  |  |  |
| --- | --- | --- |
| **Issue** | **Status** | **Notes** |
| One of our team members have been absent | Unsolved | Kavitha has not shown up to class. Also, we tried emailing her through group wiki. However, so far there is no response. |

# 6. Assessment

|  |  |
| --- | --- |
| Assessment target | Initial iteration plan |
| Assessment date | 01/08/2021 |
| Participants | * Temuulen * Dehemi * Gaury |
| Project status | Yellow |

## Assessment against objectives

All assessment tasks have been completed including push communication mechanism, team meeting, GitHub, team charter, and iteration plan. Each assessment tasks were assigned to each team members and they were completed on time.

## Other concerns and deviations

Other than one of our team members not attending class, there are no other concerns regarding assessment completion.