Team 1 Assessment 2 – Team Objectives

Iteration Plan

[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** |
| Iteration start | 18/08/2021 |
| Create Work Breakdown Structure | 18/08/2021 |
| Record Meeting Minutes | 26/08/2021 |
| Update Team Wiki | 28/08/2021 |
| Create Iteration Plan for team objectives | 28/08/2021 |
| Create Iteration Plan for individual responsibility | 28/08/2021 |
| Iteration stop | 28/08/2021 |

# 2. High-level objectives

* Objective: Create Work Breakdown Structure

Outcome: WBS has been created where each members’ roles as author, mediator, and reviewer has been assigned to as well as which codes they are responsible for doing.

* Objective: Record Meeting Minutes

Outcome: All meeting minutes have been recorded which include week 4 meeting minutes, week 5 meeting minutes, and week 6 meeting minutes where assessment 2 objectives and responsibilities have been discussed.

* Objective: Update Team Wiki

Outcome: Team wiki has been updated with relevant documents which include work breakdown structure, the meeting minutes, iteration plan for team objectives, and iteration plan for individual responsibility.

* Objective: Create Iteration Plan for team objectives

Outcome: Iteration plan for the team objectives has been created which include work breakdown structure, meeting minutes, team wiki update.

* Objective: Create Iteration Plan for individual responsibility

Outcome: Iteration plan for individual responsibility has been created which include make frequent small commits as author, mediate between author and reviewer that was assigned, review commits of assigned author.

# 3. Evaluation criteria

* Our work breakdown structure for assessment 2 static review has been created which contains what codes each team member are responsible for as well as their roles as mediator and reviewer.
* Three team meetings were held discussing objectives and deliverables of assessment 2.
* Team wiki has been updated with two iteration plans, three meeting minutes, work breakdown structure, documentation of commits of each team member as author, mediator, and reviewer.
* Iteration plan for the team objectives of assessment 2 have been created which addresses deliverables such as creating work breakdown structure, documenting team meetings, updating team wiki, creating iteration plans for team objectives, and individual responsibilities.
* Iteration plan for individual responsibility has been created which addresses responsibilities such as making frequent commits as an author, mediating between assigned author and reviewer, reviewing commits of assigned author.

# 4. Work Item assignments

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work Item ID** | **Name or key words of description** | **Outcome** | **State** | **Assigned to (name)** | **Estimated Hours** | **Hours worked** |
| 1. | Create Work Breakdown Structure | WBS was created. Assigned roles as author, mediator, and reviewer to each member. | Complete | Temuulen | 1 | 1 |
| 2. | Record Meeting Minutes | Each three meeting minutes were documented which action items and issues etc. | Complete | Temuulen | 3 | 3 |
| 3. | Update Team Wiki | Team wiki was updated with deliverables such WBS, meeting minutes and iteration plans. | Complete | Temuulen/ Gaury | 2 | 2 |
| 4. | Create Iteration Plan for team objectives | Iteration plan which addresses objectives of the team side of assessment 2 has been created. | Complete | Temuulen/ Dehemi | 4 | 4 |
| 5. | Create Iteration Plan for individual responsibility | Iteration plan which addresses objectives of the individual side of assessment 2 has been created. | Complete | Temuulen/ Kavitha | 4 | 4 |

# 5. Issues

|  |  |  |
| --- | --- | --- |
| **Issue** | **Status** | **Notes** |
| No issues |  | No issues were found during the completion of this iteration plan. |

# 6. Assessment

|  |  |
| --- | --- |
| Assessment target | Iteration plan for team objectives of assessment 2 - static review |
| Assessment date | 28/08/2021 |
| Participants | * Temuulen * Gaury * Dehemi * Kavitha |
| Project status | Green |

## Assessment against objectives

This iteration plan was made to address the team objectives of assessment 2 – static review. All the deliverables found in this iteration plan has been completed.

## Other concerns and deviations

During the completion of this iteration plan, all deliverables were completed on schedule and no issues or alternations were found.