

SEP Assignment 2 – Spring 2017

Weekly Stand-Up Meeting Signoff Sheet

(Planning section – 3 Marks)

Group Name/Number:

Workshop Number:

Marker/ Product Owner:

Description: Tutor will play the role of a product owner for this assignment. Each team will bring and present (team leader/ scrum master) the agile design, software implementation & testing work-in-progress for the current iteration in hand according to their plan (release and iteration plan) and get feedback from the product owner during the workshop, and update the plan and related items based on the feedback. Each team will be given 15 minutes (depends number of groups in a workshop) for the weekly stand-up meeting. Students will answer the following questions during the stand-up meeting:

In-Workshop Weekly Stand-up Meeting Activities:

- What did we (team) plan for last week?
 - Show plan for the iteration in hand and any changes)
- What did we do (individuals in a team) in last week?
 - Demonstrate/ present software to tutor
- What will we do (team) in next week?
 - Show plan for the next week (iteration in hand and any changes)
- Are there any impediments?
 - Record and communicate any issues/ risks and actions to resolve those issues

Duration: Approx. 15 Minutes

Sign off: Product owner to make a note on **weekly stand-up meeting sign off sheet on above items** for each team. Students can take a photo of that note and attach to their report as an evidence for obtaining the marks for the “**Planning**” part. Each project leader (scrum master) is required to **sign off the weekly timesheets in the end of this session** and attach it to final report as an evidence for obtaining the marks for the “**Planning**” part.

Week	Project Tracking (2 Mark)	Timesheet (1 Mark)	Product Owner Note/ Sign Off Initials
Week 7	-	-	This week marks will not be counted towards your project planning marks as it just a practice week.
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			Avenge of last four items Week 8 –Week 11.

Additional Notes: