Bi-Weekly Status Report

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Bi-Weekly Status Report        Name:Anita Woodford       Project Title: Community Board  Score:100

Each week you submit a status report to indicate the progress you're making and list your goals for the upcoming week. Students working in teams must individually submit these status reports to discuss their specific contributions and plans.

The purpose of this report is to help you gauge your own progress and to help the instructor in mentoring.

For status reports, create a template text file with the following sections:

Part one: Project Tasking

- Scrum Status

- What did you accomplish? (Actually stories with reference numbers from GitHub Projects).

- Personal Development Repository

- Personal Development Folder #1 awarbler

- Monday Meeting / Training #21 awarbler

- Create a new GitHub repository (e.g., Personal-Development). #3 awarbler

- Initialize the repository with a README file. #4 awarbler

- Create a new file for each week's training notes. #5 awarbler

- Write or paste training notes into the respective files. #6 awarbler

- Commit changes and push them to the GitHub repository. #7 awarbler

- Attend GitHub training and take detailed notes. #8 awarbler

- Summarize key points from GitHub training. #9 awarbler

- Include GitHub commands or practices discussed. #10 awarbler

- Create a new file for training notes summary. #11 awarbler

- Write or paste the summary into this file. #12 awarbler

- Commit changes and push them to the GitHub repository. #13 awarbler

- Document sprint meeting minutes and outcomes. #14 awarbler

- W03 branch #26

- Class Reposistory

- Part 1: Create an organization chart #4 173brian, allan1m, awarbler, BroClements, 2 Surveys Questionnaires:Distribute surveys to a wider audien… #34 awarbler

- Observation Sessions:Observe users interacting with existin… #33 awarbler

- Benchmarking:Research industry benchmarks for similar co… #45 awarbler

- Epic Story 2: Empathy Elicitation Techniques #31 awarbler

- User Interviews:Conduct interviews with end-users to empat… #32 awarbler

- Epic Story 3: Analysis Elicitation Techniques #35 awarbler

- Requirements Prioritization:Collaborate with stakeholders to … #36 awarbler

- SWOT Analysis:Perform a SWOT analysis to identify strength… #37 awarbler

- Scenario Analysis:Analyze potential scenarios to uncover no… #38 awarbler

- Epic Story 5: Start User Documentation #40 awarbler

- Workshop Sessions:Organize workshops with relevant projec… #42 awarbler

- Prototyping:Develop a basic prototype to visualize potential … #43 awarbler

- Document Analysis:Review existing documents related to co… #44 awarbler

- Epic Story 4: Create SRS Document #39 awarbler

- What are you planning on doing? (Actually stories with reference numbers from GitHub Projects).

- Waiting for answers from class,

- team,

- and teacher

- Darcy and Anita are on a team

- We will complete Prototyping:

- **\*\*Workshop Sessions:\*\***

- Organize workshops with relevant project members to brainstorm and prioritize features.

- Capture outcomes and incorporate them into the discovery process.

- **\*\*Surveys/Questionnaires:\*\***

- Distribute surveys to a wider audience to collect diverse opinions and feedback.

- Analyze survey responses to gain a deeper understanding of user sentiments

- **\*\*Scenario Analysis:\*\***

- Analyze potential scenarios to uncover non-functional requirements and constraints.

- Document scenario-based requirements.

- What changenges are you facing?

- Not fully understanding what the requirements team is suppose to do

Part two: Project Artifacts

- Summary of Activities:

- Meeting Minutes

- [Monday](https://github.com/awarbler/CSE490RPersonalDevelopment/blob/main/WeeklyWork/W03/TrainingMeetings/W03MeetingNotesMonday.md)

- [Thursday](https://github.com/awarbler/CSE490RPersonalDevelopment/blob/main/WeeklyWork/W03/TrainingMeetings/W0MeetingNotesThur.md)

- Training notes

- [Monday](https://github.com/awarbler/CSE490RPersonalDevelopment/blob/main/WeeklyWork/W03/TrainingMeetings/TrainingNotesMon.md)

- [Thursday- TrainingConfMgmtVCtl.](https://github.com/awarbler/CSE490RPersonalDevelopment/blob/main/WeeklyWork/W03/TrainingMeetings/TrainingConfMgmtVCtl.md)

- Project Artifacts

- Software Requirements Document

- White papers (three)

- Installation Guide or Development Guide

Part three: Project Metrics

- Time Tracking

- This Week

- Hours worked this week: 15

- Total number of tasks completed:

- Total number of story points completed: 15

- Current Story Point Velocity: (Story points/number of tasks):14

- Total to Date

- Total hours on project:15

- Total number of story points completed:15

- Total number of tasks 29

- Story Point Velocity: (Story points/number of tasks)

Part four: Assignment Tasking

- Summary of the tasks found in the assignment. Typically there are two or more parts. Make sure you have answered all the questions and provided enough evidence that you complete each part.

Rubric:

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|Empty|Exceeds 100%|Meets 93%|Needs Improvement 70%|No evidence 0%|

|---|---|---|---|---|

| Part 1: Project Tasking 30%|Planned mapped tasking to Project Issues|Completed Mapped tasking|List of completed work|No tasking found|

|Part 2: Project Artifacts 30%|Project artifacts presented|Distingishment of training notes|Meeting minutes provided|No tasking found|

|Part 3: Project Metrics 20%|Historical graph|Cumulative|Current week|No tasking found|

|Part 4: Assignment Tasking 20%|Additional specific information was added.|Completed assigned tasking|Minimal effort|No tasking found|