

<Sample> CS-411 Project-1 Zeta – Standup Status Report <Sample>

Standup Status: CS-411 Project-1 Zeta // *Sample from Zeta project // Instructions below*

Team: ABX = Alice Allison, Bob Robertson, Eve Evanson – NO CWIDS

Alice:

1. **Completed:** #4 (Initialize Zeta Array), #12-Verified
2. **Plan to complete:** #7 (Make Glider Move)
3. **Obstacles:** None

Bob:

1. **Completed:** None, still working #6 (Check for Fixed Collision)
2. **Plan to complete:** #6 (Check for Fixed Collision)
3. **Obstacles:** Trouble sub-tasking #6 // *Sub-tasking so as to have a demoable result takes practice.*

Eve:

1. **Completed:** #12 (Paint Background), #13 (Draw Walls) // Eve completed 2 smaller sub-tasks
2. **Plan to complete:** #14 (Draw Dragon Lair)
3. **Obstacles:** Waiting on format for Fixed Object Structure

Tasks Ready to be Started

//Always write a task title before you start working on something. Change title later, if desired.

#2 Setup Initial Layout

#2.2 Setup Project Info // #2.2 is sub-task of #2 – one way to do IDs, but not required

#3 Run automaton

#3.1 Generate next row

Tasks Completed // (and has a teammate seen the demo?)

#11 Get XY cell next state

#12 Get color from state

Instructions to plan a Standup Status Report

- o1- Break task into **sub-tasks, repeatedly** (as best you can)
- o2- Sub-task(s) should have an understandable **short** (maybe vague) **title** (as best you can)
 - o-- 2nd most important thing is to pick **good names** – but don't sweat over the best naming; instead **pick** names quickly **and revise them** as you learn/realize more about the problem
- o3- **Completed task(s)** should be **demo-able** (maybe even via “print state” & look at code)
 - o-- You can show **Visible Progress** due to this completed task, to coworkers, mgr
- o4- Give this sub-task a **new ID number** (cuz shorter than the sub-task title)
 - o-- You can change ID numbers as needed (just keep a record of your changes)
- o5- **Lowest-level sub-task(s)** should be **estimated** (by you) to take a **half-day** (~ 4 hrs) to complete
 - o-- Assumes a “normal work day” as a programmer
 - o-- Higher level tasks do not get estimates (to avoid stress of facing deadline failure)
- o6- In the Standup Status, report your **PLAN to complete this** Lowest-level sub-task in ONE day
 - o-- Not in a half-day as you estimated because
 - oA- You are not yet proficient at very-low-level estimation
 - oB- You are giving yourself a 100% overrun “contingency fund” to avoid (most) stress
 - o--- Stress Kills Morale – Morale is the most important thing for productivity
 - oC- You get to PRACTICE estimation every day – till you get proficient at it

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Instructions to write a Standup Status Report

- o1- Pick one team member as Reporter to collect data and submit Report
 - o-- Change Reporters whenever you like – but only **one Report is emailed to Prof**
- o2- Each team member submits 3 items to Reporter
 - 1. Completed:** “None”, or whatever sub-task(s) was completed since last Report
 - 2. Plan to complete:** Whatever sub-task(s) is PLANNED to complete by next Report
 - 3. Obstacles:** “None”, or whatever is still stopping you from completing some task
 - o-- Do “Due Diligence”, call/email people for help – (so you can say you did when questioned)
 - o-- Not everyone knows everything, but the whole team knows more than each member
- o4- **Help each other** – Don't “compete” with your team members – you are all in the same boat
 - o-- What makes a group into a team is that they help each other
- o5- In the **NEXT Standup, you can change** sub-tasks and revise estimates (based on experience)

Instructions to deliver Standup Status Reports

- o- Submit one Report for the team each Monday (after the weekend) and each Friday, around noon-ish
- o- Submit as a PDF file named like this 411-09-p1-ABX-210830.pdf
 - o-- PDF name template “<class>-<section>-p<project #>-<teamname>-<yymmdd>.pdf”
 - o-- Try to get the PDF name as above