***Documentation Packet [ 32 11 04 25 ] April 11th 2025***

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| Student Name: |  |
| Goals:  1. Continue Company Projects | Events: |
| Included Documentation  1. Apply For Co-op 2. Conduct SCRUM 3. Reflections | Required Documentation:  1. Conduct SCRUM 2. Reflections |
| Changes/Notes: | |

# Conduct Scrum

1. Elect a Scrum Master.
2. The Scrum Master will use the flow chart to conduct the Scrum Meeting.
3. Each member of the team will follow the directions for “Weekly Scrum” as per previous DocPacs.
4. When the Scrum Master does an input/output step in the flow chart, every member writes down the answer to it in the table below the flow chart.
5. Once the meeting is complete, each member is to start working on their issue(s).



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| **Member name** |  |
| *What were you supposed to do last week?* |  |
| *Was the reason it wasn’t complete well documented on the issue?* |  |
| *Was the PR created for the correct branch?* |  |
| *What issues are you completing this week?* |  |
| **Member name** |  |
| *What were you supposed to do last week?* |  |
| *Was the reason it wasn’t complete well documented on the issue?* |  |
| *Was the PR created for the correct branch?* |  |
| *What issues are you completing this week?* |  |
| **Member name** |  |
| *What were you supposed to do last week?* |  |
| *Was the reason it wasn’t complete well documented on the issue?* |  |
| *Was the PR created for the correct branch?* |  |
| *What issues are you completing this week?* |  |

# Reflection (Juniors-only this week)

**What was one mistake you made in school or otherwise that you can recognize? What can you do in the future to prevent it from happening again?**

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**What have learned from watching the Seniors prepare for and do their NOCTI. What do you need to remember to do next year when you prepare for and take the NOCTI?**

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# A picture containing text, monitor, screen, clipart Description automatically generatedGrading

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| 10 | You went above and beyond expectations. You applied knowledge that was not taught in this class in addition to what was taught. Additional rewards are given | * ***If the assignment does not have its own rubric, it will default to the rubric on the left.*** * All assignments start at 10/10 possible points * 1 point is deducted per infraction   + Lateness   + Mistakes   + Unprofessionalism   + Not following instructions * Outstanding submissions, or submissions on assignments not marked in “Required Documentation” can reward pogs |
| 10 | You performed as well as can be expected for this class. You show a complete understanding and made no mistakes. You have mastered the subject. |
| 8 | Assignment is complete. You show a good understanding of the subject, but there are mistakes or minor incorrect details. You are ready to move to new subjects. |
| 7 | You show and understanding of the subject, but there are serious errors, or there are pieces you can practically use without understanding them. Remediation needed. |
| 6 | Assignment is incomplete but/or you showed that you understand at least the fundamentals of the subject. Assignment is low effort. Serious need of remediation. |
| 5 | You show minimum effort, assignment is incomplete, or have serious mistakes. You did not demonstrate that you understand the content or purpose of the submission. |
| 0 | The work was not submitted, damaged, seriously incorrect, or unprofessional. The submission is rejected. |

# Conduct Scrum Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issue:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Wrapping up previous week** | | | | |
| Was prepared for the meeting with the proper materials (laptop, notebook, on time) | Was prepared to demonstrate complex work completed on laptop | No preventable delays occurred in the previous week’s work | Issue was completed. Issue, Project, and Pull Request all updated and documented correctly | Problems and delays from the previous week were well documented on the Issue |
| **Preparing for next week** | | | | |
| Was ready to describe work anticipated for the next week, with an Issue created. | Issue was created, assigned, on the Project Board, and clearly outlines the work for the next week | DocPac was filled out with all of the required information properly |  |  |
| **Conduct Scrum** | | | | |
| All tables were filled out with the appropriate information. |  |  |  |  |

# DocPac and Reflection *DocPac Submission Rules, DP09*

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| **1** | DocPac is turned in on time |  |
| **3** | a. DocPac is neatly folded |  |
| **3** | b. DocPac is not stained or damaged |  |
| **3** | c. No doodles, scribbles, or unnecessary writing |  |
| **4** | d. Answered each question in each prompt fully (no short answers) |  |
| **4** | e. Spelling and handwriting |  |
| **4** | f. No repeated answers from other DocPacs |  |
| **4** | g. Did not paraphrase assigned work |  |
| **6** | You are prepared to justify the use of any AI (you know what it does and why) |  |