***Documentation Packet [ 35 09 05 25 ] May 9th 2025***

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| Student Name: |  |
| Goals:  1. Continue Company Projects 2. Complete CIW Training | Events: |
| Included Documentation  1. CIW Final Prep 2. Weekly SCRUM 3. Reflections | Required Documentation:  1. CIW Final Prep 2. Weekly SCRUM 3. Reflections |
| Changes/Notes: | |

# CIW Final Prep

Make sure your readiness score is above 90% by the end of the week. Students with a readiness score of 90% or more are entitled to a single free retake.

1. Take the Pre-Assessment in CIW
2. Complete all Read, Flash Cards, Lesson Quizzes, Exercises, and Knowledge checks and receive over 80% on each.
3. Takes Practice Tests A, B, and C, and receive over 80% score
4. Complete the Post-Assessment by scoring over 80%

# Weekly Scrum

If you have been hired into a company, follow these steps to complete a scrum meeting:

1. Show up to the SCRUM meeting on time. The time and date will be announced at the beginning of the week. It will always be the first day we have time to conduct the meeting. Variations in school schedule may change this.
   1. Be prepared for the meeting. Bring your charged laptop and writing materials.
2. Be prepared to demonstrate the work you completed the week before on your laptop
3. Before arriving to the meeting, make sure your previous week’s Issue has been updated on the Github Repo.
   1. Issue is marked as closed if finished and ready for testing
   2. Issue has been moved to the correct KanBan column
   3. A well-documented Pull Request has been submitted mentioning the issue
   4. All problems that arose while working on the Issue are well documented on the Issue
4. Be prepared to suggest what work you will work on this week.
   1. Issue exists and describes the problem thouroughly
5. When assigned an Issue, document it completely
   1. Assign the Issue to your account
   2. Make sure all details of the Issue are in the description/discussion
   3. Put the Issue in the correct column of the KanBan board
6. Document your company name and Issue # on the rubric on the back of this DocPac

# Reflection

**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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(Yes, there is really only one question this week. This may change in the future, so double check the printed DocPac before submitting)

# 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. |

# Weekly 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 |  |  |

# CIW Final Prep

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| **1-2, 4** | Correct directory structure, with correct naming convention | |  |
| **3** | Read all pages | Used all Flash Cards |  |
| All Quizzes over 80% | All Exercises over 80% |
| **4** | All labs completed as assigned | |  |

# 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) |  |