***Documentation Packet [ 31 26 04 24 ] April 26th 2024***

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| Student Name: |  |
| Goals:  1. Integrate Juniors into Companies 2. Apply for Co-op position | Events:  1. DocPac Due Friday 2. Mr. Smith Away Tuesday |
| Included Documentation  1. Weekly Scrum Meeting 2. [J] Apply for Co-Op Position 3. Reflection | Required Documentation:  1. Weekly Scrum Meeting 2. [J] Apply for Co-Op Position 3. Reflection |
| Changes/Notes: | |

# Personal Project Progress

What did you work on with computers and technology over the week(end)? In the box below, write where (specifically) the instructor can find proof of this work or test it.

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# [J] Apply for Co-Op Position

Using the information in the Job Listing in the DocPac folder, apply for an interview for the open position. This application must include:

1. Cover Letter tailored specifically to this position.
   1. The contents of this letter can be the body of an application email
2. A complete, up to date resume with no errors.
3. A list of References and/or a letter of recommendation.

Once you have scheduled an interview, print the following details above and the email chain. Insert it into your DocPac before submission. If you receive a rejection, print that and all of the above details instead. You may not reject an interview offer.

This job is time sensitive. Failure to act quickly could result in missing a deadline and being unable to apply.

The assignment is to receive an interview. Rejections will be accepted but will be worth less points in the assignment’s grade.

# Weekly Scrum

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| Before the Scrum Meeting |
| *Come prepared to submit what you completed last week.*  Be prepared to demonstrate on your laptop any complex jobs that were completed. Write down any Issue you completed, and the Pull Request number where your Repo Manager accepted your code, below.  *Come prepared to discuss your plan for the week.*  Create or pick an Issue(s) from your project repository that you believe you will be working on this week. Anticipate any problems that could slow/stop you from completing them. Write this information below: |
| **During the Scrum** |
| *Concisely explain your plan, justification, and possible obstacles, then write your final plan.*  Be prepared to speak on your plan. Your plan may be changed to fit other project goals. Have issues assigned to you in Github, and make sure they are placed in the correctly in the Project Board. When the discussion is over, write down the work you actually be doing and possible obstacles below: |
| **During/End of the Week** |
| *Document any changes to your plan or unforeseen obstacles.*  If there was a change, or you were unable to complete your task, please document this on the Issue that was assigned to you. Write where this documentation exists below: |

# Reflection

(If you can’t relate your answers to the question, class, or programming, you may use other classes or life circumstances instead. Just give your best answer every time.)

***ANSWER ONE OF THE THREE FOLLOWING PROMPTS***

**What is a major achievement of yours this week?**

**What opportunities will this provide in the immediate/distance future and how will you leverage it? (Please refer to achievements above and beyond your normal responsibilities)**

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**What is one mistake or missed opportunity from this week?**

**What changes can you make to prevent this from happening/being missed in the future?**

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**Looking forward to next week, what is one problem or opportunity that is upcoming?**

**What can you do to mitigate/take advantage of it?**

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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. |
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# Personal Project Progress

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| DocPac clearly describes where to find, download and run, or play the working project. |

# Weekly Scrum

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| Was prepared for the meeting with the proper materials (laptop, notebook, on time) | Pull Request documents all changes and was submitted and documented correctly | No preventable delays occurred in the previous week’s work | Was prepared to demonstrate complex work completed on laptop | The previous Issue card was properly tracked in the Project board |
| Problems and delays from the previous week were well documented on the Issue | 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 | If an Issue is repeated from the prior week, it has been finished this week. |

# [J] Apply for Co-Op Position

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| Cover Letter | Resume | References / Recommendations |
| Email confirming/denying interview printed and in DocPac | | |

# Reflection

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| Selected an answer for the first question that is unique to you and this week | Developed a specific plan in the second question | Answers were not repeats of previous weeks | Answers were not copies of assigned work this week |