***Documentation Packet [ 33 10 05 24 ] May 10th 2024***

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| Student Name: |  |
| Goals:  1. Integrate Juniors into Companies 2. Prepare for final Scrum | Events:  1. DocPac Due Friday |
| Included Documentation  1. Zip It Up 2. Final Scrum 3. Reflection | Required Documentation:  1. Zip It Up 2. Final Scrum 3. Reflection |
| Changes/Notes: This is the second-to-last DocPac | |

# 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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# Final Scrum

Document the work you did last week as you do for each Weekly Scrum. Please refer to previous DocPacs for direction. You do not need to prepare more work for this week. Refer to the rubric for the requirements this week.

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# Zip It Up

Split the following responsibilities amongst your team. You will share a grade for these tasks.

1. For each Issue in your Company Project’s Repository:
   1. Make sure it is not assigned to any individual
   2. Make sure it is properly labelled (make labels as needed)
   3. If it is finished, make sure all documentation is present and close it
   4. Make sure it is in a project board in the correct column, if any
2. For each working code file in your project, make sure each function, endpoint, and class is well documented with comments
   1. Use Copilot to assists if needed, but double-check its work
   2. Make sure the comments are readable in a way that a new Junior student could understand
3. Make sure the user guide in the Wiki of your Repository includes instructions for general usage and installation. Any user should be able to follow your Wiki to install the software and use the features.
4. Make sure the readme.md is presentable and up to date, including details leading your to the Wiki above. Write this readme.md as if a company was reviewing your work as a team to hire a few members.
5. Merge or close all Pull Requests at the end of the week, then merge the best working version of your DEV branch to your MAIN branch.
6. Document ALL work you’ve done below:

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# 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. |

# Zip It Up

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| Point 1 | Point 2 | Point 3 | Point 4 | Point 5 |

# 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. |

# 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 |