

## **Daily Pair-Working Check-In and Report Guidelines**

### **Purpose**

The daily pair-working check-in is designed to foster collaboration, accountability, and continuous progress in this course. Each pair will conduct a brief check-in to discuss their work and any challenges they are facing.

### **Daily Standup**

- **Duration:** 15 - 30 minutes
- **Participants:** You and your assigned buddy

### **Discuss the following questions**

- **What did you do yesterday?** (Briefly describe the tasks you completed.)
- **What are you doing today?** (Outline the tasks you plan to work on today.)
- **Have any obstacles?** (Identify any challenges or obstacles you are facing and discuss potential solutions.)

### **After the check-in, each person should write two reports**

- **Self-Report:** A brief summary of your own progress and challenges.
- **Buddy Report:** A brief summary of your buddy's progress and challenges, based on the discussion.

Your participation in the daily check-ins and the quality of your reports will be considered as part of your profession.