

Issue Tracking

Concept:

Issue tracking is commonly used to maintain a list of status of project tasks and issues for employees to resolve. A *task* is a specific action or job that needs to be completed as part of the design of the project while an *issue* indicates that there is a syntax or logical problem with the current program. All entries in the Issue Tracker have one or more dates indicating the date of assignment or completion. Maintaining accurate dates enables all members of the team to understand the status of the project without needing to initiate a discussion on the matter facilitating an asynchronous teamwork environment. As the project evolves entries are added or updated until the project is complete.

Requirements:

The provided issue tracking .csv file should be updated whenever an action plan is created with a list of newly assigned tasks, an issue is found, a task or issue is resolved as follows:

Created and *Due* dates should be added as tasks are assigned, or issues are found. *Resolved* dates should be added when tasks or issues are resolved.

Tasks and *issues* are listed as *open* while being worked upon or *closed* when the work is complete.

Descriptions should be concise and match the name of the associated Git *Commit* message for clarity.

Assignee should be added whenever someone is assigned to work on a task or issue and *Reporter* should be added whenever someone discovers an Issue. One person could find and report an issue but someone else could resolve it.

8-digit hexadecimal Git *Commit* values should be added at the end of the assignment once all entries are complete. *Commit* values will be used to cross reference issue tracker entries with the Git commit history as proof of work.

Notes is an optional field if more information is desired about the entry.

This document along with the cross-referenced Git commit history will serve as proof of work for the assignment.

Excel Viewer Codespaces Extension:

In Codespaces, open the *Extensions* view and search for *Excel*. Install the *Excel Viewer* extension. When the extension is installed you can right click on any .csv file in the *Explorer* panel and select *Open Preview* to view it as a spreadsheet. The Excel Viewer extension improves viewing the document but does not allow editing. The .csv file can be edited directly in Codespaces as a .csv file or downloaded and edited in Microsoft Excel or comparable program. In doing so, be sure to save it as a .csv file before uploading it back to the team repository.

Requisite data fields:

ID	A sequential integer value starting from 1 for each task/issue
TYPE	<i>Task</i> or <i>Issue</i>
COMMIT	The Git commit hex value associated with this change (complete this at the end).
STATUS	<i>Open</i> or <i>Closed</i>
DESCRIPTION	Concise description of the <i>Task</i> or <i>Issue</i> .
REPORTER	The name of the person who found the <i>Issue</i> .
ASSIGNEE	The name of the person assigned to complete the <i>Task</i> or resolve an <i>Issue</i> .
DUE	The expected date of completion.
CREATED	The date a <i>Task</i> is assigned, or an <i>Issue</i> is reported.
RESOLVED	The date a <i>Task</i> is completed, or an <i>Issue</i> is resolved.