Documentation Packet Week Ending [Jan 10th]

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# Initial Setup

1. Three-hole punch this DocPac.
2. Three-hole punch documents included in this DocPac.
3. Write name in top-right corner or *indicated position* on this DocPac.
4. Write name in top-right corner or *indicated position* on included documents.
5. Remove previous Table of Contents, if any, from binder.
6. Install new Table of Contents at beginning of binder.
7. Install returned documents from previous week’s DocPac in the order indicated by the newest Table of Contents.
8. Install any “patched” versions of old documents into binder.
9. Install returned DocPac into the end of binder in order of date.
10. Install this DocPac, with remaining documents, in front of binder.
11. Install weekly goals in front of binder

# Included Documentation:

* Documentation Packet “folder”
* Weekly Goals
* Pocket Guide: Company Meeting Participation
* Chapter Cover Pages
  + Prof. Comms, Coding Principles, Interactive Media
* New Table of Contents
* Inappropriate Language: Anticipation Guide (V1.0.0)
* Professional Communications: Personal and Business Life
* Coding Principles: Functions

# Required Participation

* Did your company hit their goal for this week?
* Did you participate in your company meeting?

# Learning Objectives

At the beginning of the week, mark each box in the left column with a +, o, or -:

* ➕ if you know enough to teach someone else about this
* ⚪ if you know a little bit about this, but could learn more
* ➖ if you do not know anything about this

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| --- | --- | --- |
|  | I know how to declare a function |  |
|  | I know how to call and function |  |
|  | I know how to pass arguments in function calls |  |
|  | I know how to use arguments in function declarations |  |
|  | I know how to use return statements |  |
|  | I know how personal and business relationships differ |  |
|  | I know when a relationship is personal or business |  |
|  | I can use appropriate language depending on the relationship |  |
|  | I understand how ways I could be “stealing” from a company without taking anything. |  |
|  | I know the appropriate way to act when I think I’m not being paid enough |  |
|  | I know how to properly treat company property. |  |
|  | I understand how mixing personal and business could cause problems in the workplace |  |

# Reflection

**What was the most impactful thing you learned this week?** What is the most important thing you learned, or what stuck with you the most? *This does not have to be computer programming related.*

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**What did you do this week that you could do better in the future, and how?**

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# Documentation Grading

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| **Functions** | | ✔️ |
| Knowledge | Present in Packet |  |
| Completed and checked |  |
| Corrected |  |
| Comprehension | Present in Packet |  |
| Completed and checked |  |
| Corrected |  |
| Application | Present in Packet |  |
| Completed and checked |  |
| Corrected |  |
| **Prof. Comms: Personal and Business Life** | | ✔️ |
| Comprehension | Present in Packet |  |
| Completed |  |
| Analysis | Present in Packet |  |
| Completed |  |
| Evaluation | Present in Packet |  |
| Completed |  |
| Anticipation Guide | Present in Packet |  |
| Completed |  |
| **Documentation Packet** | | ✔️ |
| Learning Objectives | Completed |  |
| Reflection | Completed |  |

# Participation Grading

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|  | | ✔️ |
| Company Goal | What was the goal your company set?   |  | | --- | |  | |  |
| Did you get it checked and approved by the teacher? |  |
| Company Meeting  (Hit as many as you can.) | Good notetaking |  |
| Effective feedback to questions |  |
| Taking initiative or volunteering for leadership |  |
| Brainstorming participation |  |
| Identifying problems and causes |  |
| Proposing problem solutions |  |
| Constructive Criticism |  |
| Maximizing team members utilization |  |
| Optimizing workflow |  |