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 included documents, in front of binder.

# Required Documentation

* Professional Communications: Speed vs Substance
* Functions
* Introductory Project Planning

# Required Project Activity

* Did your company hit their goal for this week?
* Did you create or resolve one issue in your company project repo?
* Did you have a pull request accepted into your company project repo?

# 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 create and use variables |  |
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| --- | --- | --- |
|  | | ✔️ |
| Company Meeting  (Will be assessed per student during their company meetings) | Good notetaking |  |
| Effective feedback to questions |  |
| Taking initiative or volunteering for leadership |  |
| Brainstorming participation |  |
| Identifying problems |  |
| Identifying problem causes |  |
| Proposing problem solutions |  |
| Constructive Criticism |  |
| Maximizing team members utilization |  |
| Optimizing workflow |  |

# 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: Speed vs. Substance** | | ✔️ |
| Analysis pt.1 | Present in Packet |  |
| Completed |  |
| Analysis pt.2 | Present in Packet |  |
| 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? |  |
| Pull request | What Pull Request on what repo do you want checked? |  |
| Did you add a feature or solve an issue? |  |
| Does the PR have a good title? |  |
| Does the PR have a good description? |  |
| Is the PR focused?  Does it include unnecessary file changes? Does it only add what is in the description? Does it solve a specific problem and nothing more? |  |
| Were issues, commits, and other PRs properly referenced and linked? |  |
| Issues | Did you create an issue or resolve one? |  |
| Was your issue/comment descriptive? |  |
| Were other issues, commits and PRs properly referenced and linked? |  |
| Did you properly use tags and labels? |  |