***Documentation Packet Week Ending [Apr 8th]***

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| Team: \_\_\_\_\_\_\_ | Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Goals:  * Establish Plans for Quarter 4 * Establish collaborators for Quarter 4 | Events:  * Apr 5th: Weekly Review * Apr 8th: DocPac Due |
| Included Documentation  * Company Charter (pg. 2) * Minimum Viable Product (pg. 2) * Reflection (pg. 3) | Required Documentation  * C:\Users\csmith\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\6867D38F.tmp Company Charter * Minimum Viable Product  * Reflection (pg. 3) |
| Changes/Notes:  * Every student needs a copy of their Company Charter in their DocPac. It is ok to copy this document from those you intend to collaborate with * You MUST put the repository link to your Minimum Viable Product on the grading Rubric on back. * Students can use other students’ repository for their Minimum Viable Product if they are also listed as collaborators in their Company Charter. | |

# Company Charter

Create a formal document that contains the following information in a well-organized manner:

1. What is the name of your company/team?
2. Who will be collaborating on this team?
3. What is the product/project you will be working on?
   1. What is its primary function?
   2. How will it benefit the class or school?
   3. What supplies/materials/resources will you need access to?
   4. What are the primary phases/steps you will take to complete the project?
   5. What does your timetable look like for completion of this project (when do you expect to have each phase completed)?
4. What is the repository you will be using for this project?
5. How will you organize the workload and assign tasks to collaborators?
6. How will you track each collaborator to ensure their work can be graded each week?
7. How will you document your project so that future students (incoming 11th graders and those becoming Seniors next year) can pick up where you left off?
8. How will you design documentation to explain to users and the instructor how to run and operate your project?

# Minimum Viable Product

You must create either:

* A bare-bones version of the project you intend to build in your Company Charter. This will demonstrate some sort of core functionality to explain what your project should be.
* A detailed plan on how the project will be completed. This will include KanBan, Github issues, flow charts, and other information that can convince the instructor that your project is viable.

Submit this information to the Github repository you chose in your Company Charter. If you use a service outside of Github (for example, Trello), provide links to your service in the README.MD and make sure the instructor has received an invitation to the project to be inspected.

# Reflection

**[First Day] What did you take away from the Weekly Review this week?**

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**[First Day] How do you feel going into this week? What can you do to prepare to succeed?**

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**[Last Day] What was a significant challenge you had this week? How did you overcome it, or how will you overcome something like it happening in the future?**

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**[Last Day] What do you think of the lessons/activities in the class this week?**

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# Grading

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| +5 | You went above and beyond expectations. This tier will increase your overall score for the quarter, in addition to this DocPac. |
| +3 | You performed as well as expected for this class. This tier is the maximum score for this DocPac. |
| +2 | You show minimum effort, insufficient understanding, or have serious mistakes. This is the minimum passing tier for this DocPac. |
| 0 | The work was not submitted, damaged, seriously incorrect, or unprofessional. This is the failing/rejected tier. |

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| |  |  |  | | --- | --- | --- | |  |  | Reflection | | ❑ | S | Insightful and thoughtful | | ❑ | A | Good reflection | | ❑ | C | Did not follow directions | | ❑ | F | Did not complete | | |  |  |  | | --- | --- | --- | |  |  | DocPac Condition | | ❑ | +3 | You had a PR accepted | | ❑ | +1 | Neatly folded. Undamaged | | ❑ | 0 | Bent corners, creases, stains | |
| |  |  |  | | --- | --- | --- | |  | C:\Users\csmith\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\6867D38F.tmp | Company Charter | | ❑ | S | Exceeds Expectations | | ❑ | A | Meets Expectations | | ❑ | C | Serious Errors | | ❑ | F | Did not complete | | |  |  |  | | --- | --- | --- | |  | Download from cloud | Minimum Viable Product | | ❑ | S | Exceeds Expectations | | ❑ | A | Meets Expectations | | ❑ | C | Serious Errors | | ❑ | F | Did not complete | |
| |  |  | | --- | --- | | Repo Maintainer |  | | Repo Name |  | | |