***Documentation Packet Week Ending [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]***

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

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| Goals:  * Establish Plans for Quarter 4 * Establish collaborators for Quarter 4 | Events:  * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Included Documentation  * Project Report (pg. 2) * Reflection (pg. 3) | Required Documentation  * DocPac Completed * Updated Documentation  * Download from cloud Completed Work * Download from cloud RC Test * Reflection (pg. 3) |
| Changes/Notes:  * DocPacs should remain mostly unchanged each week * You must put in the Week Ending and Events manually (this is graded) * Deadlines are now inflexible. Please contact instructor immediately if you are or are going to be absent on the due-date | |

# Project Report

**[First Day] What did your team decide was the highest priority problem or goal this week?**

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**[First Day] What cards/issues were assigned to you this week?**

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**[Last Day] What cards/issues did you complete this week?**

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**[Last Day] Where can I find proof of this? (pull-request/card/issue/etc.)**

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**[Last Day] Where can I find your most recent documentation?**

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**[Last Day] Where can I find your most recent working RC and how do I test it?**

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# 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 | |
| |  |  |  | | --- | --- | --- | |  | Download from cloud | Completed Work | | ❑ | S | Exceeds Expectations | | ❑ | A | Meets Expectations | | ❑ | C | Serious Errors | | ❑ | F | Did not complete | | |  |  |  | | --- | --- | --- | |  | Download from cloud | RC Test | | ❑ | S | Exceeds Expectations | | ❑ | A | Meets Expectations | | ❑ | C | Serious Errors | | ❑ | F | Did not complete | |
| |  |  |  | | --- | --- | --- | |  | Download from cloud | Updated Documentation | | ❑ | S | Exceeds Expectations | | ❑ | A | Meets Expectations | | ❑ | C | Serious Errors | | ❑ | F | Did not complete | | |  |  |  | | --- | --- | --- | |  |  | DocPac Completed | | ❑ | S | Exceeds Expectations | | ❑ | A | Meets Expectations | | ❑ | C | Serious Errors | | ❑ | F | Did not complete | |

## Completed Work:

Instructor must be able to *easily* access and verify that you did the work you claimed to do. Provide commits/pull requests/Kanban cards/github issues.

## Updated Documentation:

There must be plain-english instructions for the instructor, future students, and strangers online to be able to download and run your project, modify the code of our project, and/or create your project from scratch. This can be a detailed word document, a wiki, or a detailed readme file.

## RC Test

The RC branch of your code repository must contain a working version of your project with all of the latest updates in it from each team member for that week. This *Release Candidate*, must be able to be *easily* downloaded, run and tested by the instruction. Please include instructions.

## DocPac Completed

Read the DocPac and fill out all missing details each week.