***Documentation Packet Week Ending [May 26th]***

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

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| Goals:  * Finish immediate goals in projects to prepare for hiatus * Prepare documentation for future students/self * Prepare DocPac Binder for summer audit * Prepare portfolio and Letters of Recommendation | Events:  * DocPac Binder complete by 26th |
| Included Documentation  * Letter of Recommendation * Links to project code/documentation (pg.2) * DocPac Binder Audit (pg.2) | Required Documentation  * Letter of Recommendation * Links to project code/documentation * DocPac Binder * Reflection (pg. 3) |
| Changes/Notes:  * DocPac is to be turned in with the DocPac binder as per instructions on Pg. 2 | |

# Links to Project Code/Documentation

**Handwrite the URL of the Github repo containing ALL of your code and documentation for your chosen group project:**

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**Handwrite the URL of any other sites where data about your group project can be found:**

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# DocPac Binder Audit

Prepare your DocPac Binder for an audit over the summer. If you are a senior, you will need to complete this for a beginner portfolio. Make sure your DocPac Binder adheres to the following instructions:

1. All DocPacs must be present. If any are missing, you must print replacements
2. All DocPacs must be in chronological order, starting with the oldest DocPacs in the front of the binder, and ascending to the most recent in the back of the binder
3. All DocPacs must be neatly folded, undamaged, and properly three-hole-punched. Replace or repair any damaged DocPacs that cannot stay in the binder on their own.
4. Remove any paperwork that is not included in a DocPac

# Reflection

**What are your expectations for the next year of your life? If you are a junior, what are your expectations for this class next year?**

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**What do you feel was the most beneficial thing you learned this year in this class?**

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**What is a major change you have made in your life/behavior/attitude this year?**

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**How do you plan to stay productive during the summer and minimize missed opportunites?**

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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.