

Check-in Instructions

Each team should submit a document that contains the following information. Your responses should be brief (1-2 paragraphs max). You may use bullet points.

Artifacts

1. Links to your Google Drive / Github / documents
 - should include code, notes, meeting minutes, etc

Reflection

1. What has your team accomplished since the last check-in?
2. Which goals were not completed since the last check-in?
3. What issues prevented you from completing these goals?

Plan

1. How will your team address the issues that came up?
2. What are concrete goals for your team to accomplish before the next check-in? These goals should be small, achievable, and in priority order.