*All text in blue should be removed and replaced where necessary with normal, non-italicized text. It is used to provide instructions about how to prepare the report. This report should be about 5-10 pages long. Feel free to modify this organization if it is appropriate for your team to do so. Add sections or discussions that you need and remove those that don’t apply.*

# Citizenship

# Purpose

The purpose of this document is to provide evidence for the different roles of the team members.

# Introduction

*This section should be a short one. Just a couple of paragraphs to describe the project overview. It contains a short description of the project or product built. It should also provide a map to the rest of the report. Your audience consists of the stakeholders of your project and anyone else interested in your work, including prospective employers.*

# Team organization, members, and responsibilities

*The team is the core of the project work for this course. Describe your team’s organization and the way the team members interacted. How did you hold and manage meetings? Were there team leaders? Did you have subteams? How did you decide upon the organization? Why did you make the decisions you did?*

*Identify your team members and their main responsibilities or roles on the project. This can be in a list form, table, or whatever you feel is appropriate. Each person should have at least one main responsibility, but some may have more than one*

# Process

*Describe your process. This section should be as detailed as possible. How well was the process followed? Did you make adjustments to the way you worked as the project progressed? If so, what? If not, why not?*

*What main techniques were employed by your team, such as pair programming, user stories, use cases, etc.?*

*How did you manage requirements, quality, your code releases? Your test cases?*

*Communication on the team – how did you manage this? What were the different means of communication used?*

*Provide any other details that might help the reader determine how well your team determined your process and managed change.*

# Tools

*At this first homework you may not have used only word processors. What other tools did you use? What did you use them for? What were your expectations with respect to the tools? Were they met? Which tools worked best for you and why? For those that did not work well or you received no value from their use, explain why.*

# Accomplishments

*What did you actually accomplish? You should show the requirements that you implemented (Use cases), perhaps in a table. It’s appropriate to show tables, screenshots, etc.*

*Include accomplishments that were not part of the requirements presented to you, but which you were able to complete for the project. Why do you think these were important or worth doing?*

*What did you not complete that you planned on completing? Why?*

## Deliverables

*What are the specific deliverables you produced (for example, user manual) and what was the purpose of each? This can be shown in a table.*

# Reflection

## What worked, what didn’t work

*This is where you should talk about what worked for your team and what didn’t work? Indicate why you think this was so. What were the root causes that you can identify as to any problems? How did you address the problems? What was the impact of the problems?*

## Our biggest mistake

*What was the biggest mistake you made as a team? Why? How would you change things in order to avoid making that mistake?*

## Changes we would make

*For any problems, or potential problems what would you change about your project? Why?*

*What changes would you, as a team, suggest for the class in general with respect to the project?*

# Lessons learned

*If you, as a team, learned anything from the project what was it? This is where you pass on the knowledge you gained for possible instruction for those project teams that come after you.*

## Things we learned

*What was the most important lesson you learned as a team? Why was this so important? Were the other lessons you learned that you want to talk about?*

## Advice to future teams

*I want to be able to provide useful information to students who take this course in the future. If you have any words of wisdom that you think will help in future courses.*