***Documentation Packet [ 31 21 04 23 ] May 5th, 23***

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| Student Name: |  |
| Goals:  1. Prepare for ITF Testing 2. Progress Company Projects | Events:  1. None |
| Included Documentation  1. Personal Project Progress 2. Company Project Progress 3. IT Fundamental Forms 4. IT Fundamental Preparation 5. Certification Exam Form 6. Comptia Parent Permission Form 7. Reflection | Required Documentation:  1. Company Project Progress 2. IT Fundamental Preparation 3. Reflection |
| Changes/Notes:  * ITF Fundamentals forms due immediately!!! Not with the DocPac at the end of the week. | |

# Personal Project Progress

Maintain a GitHub Repo for a personal project that you or you and several classmates work on. Maintain issues, documentation and Project boards in this repo. Write in the box below what progress was made on this project this week. Prove this work with issue tracking, commits, and PRs. Write your evidence in the box below.

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# IT Fundamentals Forms

1. If you have already completed this assignment, you do not need to repeat it.
2. Otherwise:
3. Obtain a copy of the “Certification Exam Form” and the “Comptia Parent Permission Form”
4. Have each filled out properly and placed in your DocPac
5. Bring the $20 testing fee to the instructor for safe-keeping
   1. If there is a reason you cannot complete steps 2 or 3, contact the instructor immediately

# IT Fundamentals Preparation

1. If you have already completed this assignment, you do not need to repeat it. You will be given another passing grade automatically.
2. Otherwise:
   1. In a TestOut practice exam for the ITF, score at least a 80% or higher.
   2. Screenshot proof if the score and save it as “FirstnameLastname.png” in the “ITFPrep” directory of this DocPac. If this directory does not exist, create it.

# Company Project Progress

1. Work on the Issue that was assigned to you last week.
2. Complete the assigned work and have it accepted into the ‘main’, ‘dev’, or ‘RC’ branch of the GitHub Repo by the project maintainer.
3. Document the required information below.
4. The instructor will verify your work the first day of the following week

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| Github Repo |
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| Assigned Issue # |
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# Reflection

**What is one technique you learned in your coding this week, and what kinds of things can you use it for (the more specifics the better) ?**

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**What was a challenge to your time management this week, and what can you do to avoid it in the future (specific plan) ?**

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**What opportunities did you not take advantage of this week, and how would it helped you if you had? *OR* … What opportunity did you take advantage of this week, and what has it changed for you?**

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| 10 | You went above and beyond expectations. You applied knowledge that was not taught in this class in addition to what was taught. | * All assignments start at 9/10 possible points * 1 point is deducted per infraction   + Lateness   + Mistakes   + Unprofessionalism   + Not following instructions   + Etc. * Outstanding submission increase by 1 point and yield a pog. |
| 9 | You performed as well as can be expected for this class. You show a complete understanding and made no mistakes. You have mastered the subject. |
| 8 | Assignment is complete. You show a good understanding of the subject, but there are mistakes or minor incorrect details. You are ready to move to new subjects. |
| 7 | You show and understanding of the subject, but there are serious errors, or there are pieces you can practically use without understanding them. Remediation needed. |
| 6 | Assignment is incomplete but/or you showed that you understand at least the fundamentals of the subject. Assignment is low effort. Serious need of remediation. |
| 5 | You show minimum effort, assignment is incomplete, or have serious mistakes. You did not demonstrate that you understand the content or purpose of the submission. |
| 0 | The work was not submitted, damaged, seriously incorrect, or unprofessional. The submission is rejected. |

# Company Project Progress

# IT Fundamental Forms

# IT Fundamental Preparation

# Reflection