Date: 09/24/2024
TA: Shehriar Burney
CS 442 - Fall 2024
Group 6

<div align="center">**Week 3 feedback**</div>

<u>Weekly Report</u>

This is the rubric I am following to grade the Weekly Reports:

Group Activities

- ☐ All files are loaded where they belong in github, in PDF format, and submitted with meaningful commit messages. ❌

- ☐ The weekly progress report is present, well-named, properly formatted. ❌

- ☐ The weekly progress report header information is complete, and documents an in-person meeting. ✅

- ☐ The weekly progress report documents recent progress for each individual member, if any, or documents no recent progress if a member has not accomplished anything recently. ✅

- ☐ The weekly progress report documents action items for each individual member, indicating what they will be working on in the coming week. ✅

Individual Activities

- ☐ Attended the weekly meeting in person. ✅
- ☐ Came to the meeting on-time and well prepared. ✅
- ☐ Member has documented recent progress. ✅
- ☐ Member has documented action items. ✅
- ☐ Week to week reports show progress is being made.

Things you did well:
- I like that the Weekly Report Template was followed and everything is organized very clearly. I also graded it favorably for submitting the document as a PDF in the correct GitHub repository.
- Everyone had meaningful and separate tasks which will contribute to the progress of this project. It showed that everyone is putting in effort for the project and that work is being done. Good job on that.

Things to improve going forward:
- The commit message on GitHub should be meaningful instead of the default "Add files via upload" message.
  - An example of a message you can put instead is "Weekly Report Submission for Week 3".
- Change the naming scheme of the Weekly Reports. The first one should be "CS 442 Weekly Report Week 3.pdf".

Overall, the submission was very good. Please make sure to change the naming scheme and to add a git commit message in the future.

– Jira Grading next page –

Jira

This is the rubric I am following to grade the Jira progress:

Group Activities

- ☐ Project is set up properly and is organized with clear sections, allowing easy navigation and a clear understanding of the current sprint. ✅
- ☐ Current spring has tasks / stories that are clearly defined and categorized into "to do", "in progress", and "done". ✅
- ☐ Stories are assigned to individual team members. ✅
- ☐ ~~Stories are evenly distributed among team members (If not using JIRA)~~
- ☐ Project backlog contains stories for future development (If using JIRA / Microsoft Planner) ✅
- ☐ Regular updates to stories, reflecting consistent team engagement and project progress. ✅

Individual Activities

- ☐ Team member has logged in within the last week. ✅
- ☐ Team member has assigned tasks or stories. ✅
- ☐ Team member has recently completed work. ✅
- ☐ Team member activity stream shows active participation. ✅
- ☐ Team member's task status is evolving through the to-do, in progress, done states. ✅

Your group decided to use Microsoft Planner as part of your project management tool. Your team has made great progress - keep up the good work! For the following weeks, please implement the following changes to Jira as it would affect your grade in the future:
- Please ensure every task is assigned to a member as there are some tasks not assigned to a single member and ensure that every member completes a task.

If you need further guidance, please reach out to me (sburne4@uic.edu) and we can schedule a meeting to discuss it further.