Week 5 feedback

Weekly Report

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. ✅✅✅✅

– 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)~~
- 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. ❌✅✅✅