






## Week 8 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**

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. 