IMD3901 - DESIGN STUDIO III
TEAM PROJECT MILESTONES (15%)

EVALUATION METHOD

WEEKLY MILESTONE EVALUATION (GROUP GRADE)

A new sprint will begin each Friday. Each sprint will be a duration of 1 week. The sprint status will be reviewed each Friday (see the dates in the "IMD3901 Team Project Brief.pdf" on Blackboard. 15% of the student's final grade in the course is based on weekly scrum meetings. This is a group grade. Please be present and on time for the meetings as an individual grade penalty will apply if a meeting is missed (see the course outline for the policy).

The project status will be reviewed as follows:

Scrum Meeting (2/7pts)
The instructor will meet with each team for a quick scrum meeting to review the project progress.

Scrum meeting performance will be evaluated on the following criteria:
· organization and preparedness for the scrum meeting - group is aware of what all members have done since previous sprint
· starting of a new sprint with a clear distribution of new tasks and hours between group members
· all group members are present and on time for meeting

Product Backlog and Sprint Backlog Progress (4/7pts)
· A copy of the current product backlog spreadsheet, indicating completed tasks and current burndown chart, is to be submitted. (use "Product Backlog Template.xls" as a template).
· A copy of the current sprint backlog spreadsheet outlining the tasks worked on by each team member for the current sprint is to be submitted. This spreadsheet must contain the hours spent per task by each team member. As well, this spreadsheet must indicate the sprint burndown through the burndown chart. (use "Sprint Backlog Template.xls" as a template).
· Name these two files as follows: "product_backlog_<sprint#>.xls" and "sprint_backlog_<sprint#>.xls" where <sprint#> is the current sprint number.
· Both spreadsheets must be in sync with each other in terms of feature/task completion
· **NOTE: This mark will be affected if little to no work was completed during this sprint.**

Project Snapshot (1/7pts)
· A drop of the latest version of the project. All source code, graphical and audio assets, tests/experiments/research, as well as any photographs of physical construction must be included in the folder. **This drop must reflect the tasks that were worked on based on the sprint backlog excel sheet.**
· The above Product Backlog and Sprint Backlog Progress grade will be affected as well if the project snapshot is not in sync with the documents.

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WEEKLY MILESTONE EVALUATION (GROUP GRADE)

Project Snapshot (continued)

In order to receive points for the project snapshot, the Project Snapshot folder must contain the following folders (where "Team Member X" is the name of the group member):

```
Team Member X/ (contents of member's weekly contribution, one folder for each member)
            /source code/ (add these folders as required, based on contribution)
            /design assets/
            /audio/
            /photographs/
            /miscellaneous/
    Project Drop/ (the latest build of the project)
```

Repeat above for each team member to ensure that one folder is created for each member. For each team member, please only include the work completed by that member, do not include the complete project in that folder. As well, please only create folders such as "audio/" if audio related tasks were completed by that member for that week.

Submission

The Backlog spreadsheets and Project Snapshot folder must be handed into the Dropbox by the beginning of class each on Friday (8:05am for morning class, 1:05pm for afternoon class). **After this time, the submission will be considered late and a 51% late mark will be deducted. Because of this, please be sure to be organized before class.**

Create a folder named "<teamname>_<sprint#>" where <teamname> is your group's name and <sprint#> is the number referencing the current sprint. Place the snapshot in a folder called "Project Drop".

Using "Team X" as an example, the final folder structure for submitting the 1st sprint would be as follows:

```
Team X_1/
        /product_backlog_1.xls
        /sprint_backlog_1.xls
        /John Smith/source code/<source files would be in this folder>
        /Melissa Jones/design assets/<design assets would be in this folder>
        /Erin Jackson/photographs/<photographs would be in this folder>
        /Erin Jackson/source code/<source files would be in this folder >
        /Project Drop/ (the latest build of the project)
```