COMP 693 Journal Instructions and Marking Rubric

Submission:
Journals are due every Sunday by 11:59 PM, starting Week 3. Late penalties apply as per the course outline. You must use the provided Journal Template, adding a new entry each week. By the end of the semester, your journal will contain entries for each week (excluding the first two) of your project.

Template:
We have provided a Journal Template with the required content. You can format it as you wish but do not remove any sections. Each week's journal should be around half a page, but you are welcome to write more, especially in the reflection section, to enhance your learning experience.

Purpose:
The journal helps you reflect on weekly progress and plan for the upcoming week. It encourages consistent reflection on your work, team, and project, allowing you to track changes and adjust plans to ensure timely completion. Weekly reflections also help consolidate your learning.

Content:
Each week's journal should include:
- Date Range
- Work Completed and Time Spent
- Total Hours for the Week and Project
- Plans/Goals for Next Week
- Reflections
- Project Health: Green/Orange/Red
- Issues Arising (if any)
- Strategy to Resolve Project Health and Issues Arising

Marking Rubric:

Marks	0	1	3	5
Journal	Irrelevant or not completed	Minimal reflection, vague tasks/goals/time, possibly incomplete	Adequate reflection, tasks described with time spent, general goals set.	Deep reflection, clear tasks with time spent, and well-defined, appropriate goals for the next week.