**Milestone Specification Notes**

General Notes

* Each sprint is an agile process.
* Each milestone requires both group and individual submissions, in PDF. (Group submitted by 1 person nominated. Must indicate who that person is by email)
* Document naming format:
  + Group: <group>\_Report\_<milestone>.pdf (Note: <milestone> is the report number).
  + Individual: <group>\_<studentId>\_ <name>\_<report>\_<milestone>/pdf
* All documents need bookmarks (F4 pane should show in reader)
* Referencing required where needed (obviously)
* Industry only requires the following parts of the reports:
  + ***Group Report:***
    - Main document (typically abbreviated version for industry, and/or study contract), see BB milestone page
    - Agile section (evidence of agile process)
      * **Regular Client meetings**
        + All email communication includes CC to supervisor
        + Minutes taken, emailed to client within 7 days of it, with request for accuracy and assumption of accuracy if no response in 7 days.
        + Important email chains should be stored in group folder, linked in submission document.
      * **Start and End of sprint meetings, regular stand-up meetings**
        + Evidenced large meetings with minutes, sent to all team and CC to supervisor. Store minutes in shared drive
        + Stand-ups/small meetings should be minuted and stored on shared drive, but not emailed.
      * **Tracking Progress (Excel or Trello)**
        + Metrics: team time, number of features (from SRS/Contract) completed/outstanding
        + Use Burn-up/down charts, discuss briefly.
        + If not on-target: back-on-track plan
        + Reflections as a group on last sprint (couple sentences/a paragraph).
  + ***Individual Report:*** 
    - Cover Sheet (DoO)
    - Contents page
    - Status
      * Brief, one/two sentence statement that you’re working as planned, nothing affecting progress in unit.
    - Highlights
      * Some highlights of your contributions
    - Agile section
      * Time Tracking (Toggl report)
      * Individual progress evidence
      * Brief description of tasks and reflection