**Team Project**

**Sprint #0 Report**

Instructions

**Objectives**

Report team activities so far and demonstrate that the team has been working toward completing the first sprint.

**Deliverables and Grading Policy**

1. Project Micro-Charter (Brief Description) (**1 point**).
2. Meeting Minutes (**1 point**)
3. Key Decisions (**1 point**)
4. Current Status **(1 point)**

**Report Template**

Please use the following template to complete your report. To receive credit for this report, your team must have accomplished some work for the first sprint.

**Team Name**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Information provided by the student team** | | **To be used by the grader** | |
| **Student name** | **Specific contributions to this sprint** | **Team Score** | **Individual Score** |
| Student 1 |  |  |  |
| Student 2 |  |  |
| Student 3 |  |  |
| Student 4 |  |  |

A student without specific contributions shall not receive credit.

1. **Project Micro-Charter**

Provide a brief description of the project, including the following elements:

* Project name
* Vision statement: describe the future that you are trying to create
* Mission statement /project purpose
* Elevator pitch: no more than a few sentences
* Business value
* Customers and users: people who will make buying decisions or actually interact with your product
* Metrics: how to measure the business value
* Milestones: important points in time
* Risks: things that may threaten or derail your project
* Authors of this micro-charter

1. **Meeting Minutes**

Report the minutes of each meeting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Time and Duration** | **Place** | **Participant Names** | **Purpose of the Meeting** | **Specific Action Items** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Key Decisions**

|  |  |
| --- | --- |
| Programming language and GUI library |  |
| xUnit framework |  |
| IDE (Integrated Development Environment) |  |
| Programming style guide |  |
| Project hosting site |  |
| Regular meeting time |  |
| Other decisions |  |
|  |  |

1. **Current Status**

Describe how much work is done for each task of Sprint 1 and who has contributed.

|  |  |  |
| --- | --- | --- |
| **Task** | **What Is Done** | **Who Has Contributed** |
| User stories |  |  |
| Acceptance criteria |  |  |
| Coding (optional) |  |  |

1. **Buddy Ratings**

If you don’t feel comfortable to include your ratings in this report, you may email your ratings to the instructor or grader.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Rating giver* | *Rating receiver* | | | | |
|  | Full Name 1 | Full Name 2 | Full Name 3 | Full Name 4 |
| Full Name 1 | X |  |  |  |
| Full Name 2 |  | X |  |  |
| Full Name 3 |  |  | X |  |
| Full Name 4 |  |  |  | X |
|  | *Average* |  |  |  |  |