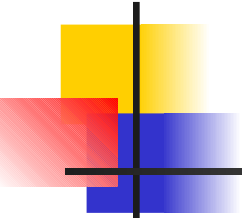


Team First Meeting Requirements

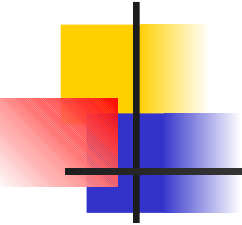
- Assign group secretaries for 4 iterations.
- Plan over all project goals and project goals for next three weeks. Build tickets for each goal. Check with customer representative (me) for feedback.
- Do most of the work on the project outside of class. Class time is for planning, discussion, code review, and testing.



Weekly reports

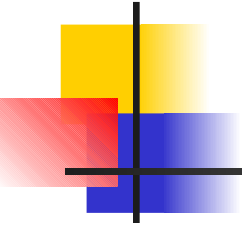
■ Do:

- Specify in a ticket any task that were assigned to you in your project scrum, what the deliverable is, and when the deliverable will be completed. Normally a ticket a ticket should be completed in a week or less.
- Be specific about how your work advanced the project. List (with clickable references to the deliverable) the tickets you closed during the week. Identify your code or report by version within the repository.
- Include, as a comment, any debugging data you used to test the correctness of the code.
- Upload the report to the Blackboard by Friday at 9:00AM.
- Take these reports seriously. They make up the bulk of your grade.



Group Reports

- Describe the progress toward the goals the group made. Include the plan for the iteration and indicate what percentage of original plan was completed.
- Describe milestones completed.
- Describe any goal or development plan revisions.
- Refer to tickets to describe individual assignment.



Report Check Lists

- Weekly Report Checklist
- Group Report Checklist