Individual Homework. Turn in the following:

1. Write a short description of the work you did for the project over the last week. Focus your write up on: (1) clearly describing what you set out to do for the week; (2) clearly describing what you accomplished; and (3) reflecting on what went well for you during the week (in terms of progress), what didn’t, and what you will try to do to improve your productivity or teamwork within your team.

Project Homework. This part should be done with your team. Work on the following as a group and hand in all work items asked for as a single copy on the due date. Your team should be starting your sixth “sprint”. At the end of the week (next Tuesday), your team must:

1. Turn in a completed task sheet from this week and an initially filled out task sheet for next week.
2. Continue to use GitHub to store all of your project documents, source code, etc.
3. A short description of the results of your sprint review and retrospective meeting(s). Your write up should include the stories you worked on, the stories you completed and didn’t complete, and what you decided to “demo” for the sprint. In addition, provide the feedback you received on your work from your advisor, sponsor, and so on.
4. Provide a short write-up on how you will (or are) using git/github/source-code control within your project in terms of the type of “flow” you are adopting for managing branches, merges, pull requests, and so on. When doing this part, think about what will work best for your team and adapt the “standard” approaches as necessary.
5. As a team, you need to start preparing for the end of the semester status update and project report. See below for information concerning the status report and presentation. Note that the presentations are on Wednesday, December 6th, and the status updates are due on the day of the final.
6. Arrange a day/time when you can practice your presentation with your faculty advisor.

Status Update Presentations. Your presentation should largely follow your status report (see below). In particular, your presentation should focus on the work you have accomplished including a live demo, where you are in terms of your milestones and project plan (sprint roadmap), any changes you have made to the scope, and your plan for the remainder of your project. Your presentation should take around 16
minutes (anywhere from 15-18 minutes is okay). All team members must present for a roughly equal amount of time during the presentation. Here is an example outline:

A. **Short Project Overview:** Briefly reiterate the problem and solution, basic requirements, and deliverables. Since most people will be familiar with your project, you can keep this short (a couple of slides). However, you will need to give enough information to refresh everyone’s memory and there may be people in the audience that didn’t see your first presentation. Please take time to design and practice this part of your presentation, especially focusing on clearly articulating the problem you are solving. The introduction/overview is often one of the hardest parts of the presentation and sets the stage for the rest of the talk.

B. **Work Accomplished:** Provide a demo of your application (working prototype), carefully and fully describing the features you have implemented. Your demo must be organized and clearly explained. You need to walk the audience through your system and highlight what features you are showing. You must also be clear about what is and what isn’t implemented. The system demo is often the hardest part of the presentation to do well. Briefly describe any additional items you have finished that are not visible in the demo.

C. **Base Schedule and Deviations:** Describe what you had planned to achieve up to this point based on your (“base”) schedule presented in your project plan, how closely you were able to follow the plan, and any deviations/changes to the plan that occurred as well as reasons for the deviations/changes.

D. **Revised Schedule and Scope:** Describe your plan for the remainder of the year (i.e., next semester), focusing on changes to your base schedule (i.e., the changes to the schedule from your project plan). Clearly state what changes you are making to the schedule, what the new schedule is, and why you are making the changes. Provide enough detail for the audience to understand what the specific changes are and what your plans are moving forward. Be sure to include design, testing (especially system and usability), documentation, and deployment in your plan/schedule. Note that any scope (major feature) changes will require a new, signed major features checklist.

E. **Risks:** Provide an update of project risks including any new risks that have come up since the last meeting. For each major risk be sure to state why it is a risk (i.e., the potential impact), what your current plan is, what your contingency plan is, and what actions/events will trigger your contingency plan.

F. **Additional Considerations:** Describe what you have learned over the last three sprints and how you plan to improve your development process, teamwork, communication, etc. If you are behind
schedule, describe what are you planning to do to help achieve your new schedule goals and milestones.

**Project Status Report.** Create a project status report using the template available from the course webpage. Turn in a PDF version of your status report to me and your faculty advisor by the final. Note that each member of your team must sign the status report, but you do not need to get signatures from your sponsor or DAB members.