

Weekly Progress Wiki Posts

Due every Sunday by 11:30pm (one post *per team*)

- Describe briefly your team's progress so far (what was planned versus what actually got done and why). You may wish to address:
 - what you've done,
 - what worked,
 - where you had trouble,
 - and what you've learned.
- Clearly identify what each member of your group is working on this week.
- ***Added since Project Overview was posted:*** Additionally, outline your plans and goals for the following week, including who is responsible for what. Bullet points are fine. You can include longer-range schedule items if desired.
- Summarize what transpired at your team's latest in-person meeting (your team is expected to meet at least once a week). Meeting minutes should capture the decisions made and the reasoning behind them so that they are a useful reference for both current developers and for developers that will eventually maintain the software.

Why? Communication!

- Weekly reports help to keep managers, customers, and all developers informed about the project's progress in a timely way.
- Clear outlines of what work is to be done, and who is responsible for it, helps keep the project on track and everyone accountable for their contributions.
- Planning a schedule helps keep the project moving forward, and gives you experience in estimating how much time a task will take to complete (it's difficult to be accurate!)

Note for first posting

We expect that each team will set up a GitHub repository. GitHub also includes a wiki feature for posting all team documents, including progress reports.

For the first "post", teams may not have set up anything yet (that's what the zero-feature release will entail), so teams may send the first "post" as an email to the instructor.