CS 30700: Guide to Weekly Reports

CS 30700 Software Engineering I has an expected time commitment of approximately 10 hours per week per person. You and your team are required to submit two types of weekly reports: an individual report and a team report. Both should include a summary of the previous week and a plan for the upcoming week. These reports should well align with your revision control commit history and each item of the summary parts shall have relevant commit IDs, e.g. Git commit hash. The reports should help with project planning, and also assist the project coordinators in evaluating your efforts.
1 Weekly Team Report

During each sprint, the current scrum master should submit a weekly team report to your project coordinator and the instructor. This report should be submitted via email by 11:58pm every Monday. A template is included below. Your report should be tidy and readable as plain text in typical text editors and email clients.

=== Weekly Team Report (Team ##: <Team Name>) ===

Week # (Summary) (Scrum master: <Scrum Master for Week #>)
<Date> <Hours> <Commit ID> <Task or Topic> (<Comments>)
<Date> <Hours> <Commit ID> <Task or Topic> (<Comments>)
...

Week # (Plan) (Scrum master: <Scrum Master for Week #>)
[Meetings]
<Date> <Topic>

[Individual Goals]
>Name>: <Goal description>
...

An example of weekly team report is shown below.

=== Weekly Team Report (Team 35: Magic Website) ===

Week 3 (Summary) (Scrum master: Jane Doe)
02/28 1.5 hrs N/A Set up overall testing plan
(We decided to use unit testing method)
03/03 30 mins be1db9b Discuss product backlog and design document

Week 4 (Plan) (Scrum master: John Roe)
[Meetings]
03/08 Discuss and update class and sequence diagrams
03/10 Discuss test cases
03/11 Discuss simulation models and data visualization tools

[Individual Goals]
Uncle Sam: Setup repository and database
John Roe: Write test cases for user authentication
Jane Doe: Write initial backend crawler to collect disease data in Europe
John The Second: Implement a prototype to simulate and visualize epidemics in Europe
## 2 Weekly Individual Report

Each individual should also submit a report to their project coordinator by 11:58pm each Monday. This report does not need to be sent to the instructor. Again, the report should be submitted via email and readable as plain text. A template is included below.

```markdown
### Weekly Individual Report (Team #: <Team Name>)

Name: <Your Name>

#### Week # (Summary)

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Commit ID</th>
<th>Task description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

...  

#### Week # (Plan)

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Task description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

An example of weekly individual report is shown below.

```markdown
### Weekly Individual Report (Team 35: Magic Website)

Name: Jane Doe

#### Week 3 (Summary)

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Commit ID</th>
<th>Task description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28</td>
<td>5.5 hrs</td>
<td>ada974d</td>
<td>Write lots of unit tests for MyCalculator class</td>
</tr>
<tr>
<td>03/03</td>
<td>30 mins</td>
<td>717c2f9</td>
<td>Implement user password hashing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(scrypt is used instead of bcrypt)</td>
</tr>
<tr>
<td>03/03</td>
<td>1.5 hrs</td>
<td>2722bbe</td>
<td>Fix a user authentication bug</td>
</tr>
</tbody>
</table>

#### Week 4 (Plan)

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Task description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/07</td>
<td>1.5 hrs</td>
<td>Change the UI of the login box</td>
</tr>
<tr>
<td>03/08</td>
<td>30 mins</td>
<td>Refactor MyDataProvider class to use RESTful design pattern</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(class diagram is updated to reflect the changes in MyDataProvider class)</td>
</tr>
<tr>
<td>03/10</td>
<td>8.5 hrs</td>
<td>Implement magic backend process that collects all PDF files on the web</td>
</tr>
<tr>
<td>03/11</td>
<td>3.5 hrs</td>
<td>Implement the magic machine learning algorithm which predicts the next two activities of a mouse given its last five activities</td>
</tr>
</tbody>
</table>
```