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. These reports should roughly align with your revision control commit history. Both should include a summary of the previous week and a plan for the upcoming week. These 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 11:59pm every Sunday. 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> <Task or Topic> (<Comments>)
<Date> <Hours> <Task or Topic> (<Comments>)
...

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

[Individual Goals]
<Date>: <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 Set up overall testing plan (We decided to use unit testing method)
03/03 30 mins 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 11:59pm each Sunday. 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.

--- Weekly Individual Report (Team #: <Team Name>) ---
Name: <Your Name>

Week # (Summary)
<Date>  <Hours>  <Task description>  (<Comments>)
<Date>  <Hours>  <Task description>  (<Comments>)
...

Week # (Plan)
<Date>  <Hours>  <Task description>  (<Comments>)
<Date>  <Hours>  <Task description>  (<Comments>)

An example of weekly individual report is shown below.

--- Weekly Team Report (Team 35: Magic Website) ---
Name: Jane Doe

Week 3 (Summary)
02/28  5.5 hrs  Write lots of unit tests for MyCalculator class
03/03  30 mins  Implement user password hashing  (scrypt is used instead of bcrypt)
03/03  1.5 hrs  Fix a user authentication bug

Week 4 (Plan)
03/07  1.5 hrs  Change the UI of the login box
03/08  30 mins  Refactor MyDataProvider class to use RESTful design pattern
                   (class diagram is updated to reflect the changes in MyDataProvider class)
03/10  8.5 hrs  Implement magic backend process that collects all PDF files on the web
03/11  3.5 hrs  Implement the magic machine learning algorithm which predicts the next
two activities of a mouse given its last five activities