Team Productivity: Rev 0
Tandem

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This document summarizes the contributions of each team member for the Rev 0 Demo. The time period of interest is the time between the PoC demo and the Rev 0 demo; the contributions prior to the PoC are NOT included.

[Please do not delete sections or modify the table formats. Standardization helps the instructors and TAs to review these documents. You may add sections to the report. —SS]

[Remove the instructor guidelines/comments in the final version. —SS]

[Fill in the requested information, like project url, TA name, supervisor name, etc. —SS]

1 Demo Plans

[What will you be demonstrating —SS]

2 Team Meeting Attendance

[For each team member how many team meetings have they attended over the time period of interest. This number should be determined from the meeting issues in the team's repo. The first entry in the table should be the total number of team meetings held by the team. —SS]

Student	Meetings
Total	Num
Name 1	Num
Name 2	Num
Name 3	Num
Name 4	Num
Name 5	Num

[If needed, an explanation for the counts can be provided here. —SS]

3 Supervisor/Stakeholder Meeting Attendance

[For each team member how many supervisor/stakeholder team meetings have they attended over the time period of interest. This number should be determined from the supervisor meeting issues in the team's repo. The first entry in the table should be the total number of supervisor and team meetings held by the team. If there is no supervisor, there will usually be meetings with stakeholders (potential users) that can serve a similar purpose. —SS]

Supervisor's Name: [fill in this information]

Student	Meetings
Total	Num
Name 1	Num
Name 2	Num
Name 3	Num
Name 4	Num
Name 5	Num

[If needed, an explanation for the counts can be provided here. —SS]

4 Lecture Attendance

[For each team member how many lectures have they attended over the time period of interest. This number should be determined from the lecture issues in the team's repo. You can find the number of lectures in the time period of interest by looking at the Google calendar for the capstone course. The first entry in the table should be the total number of lectures held for the class during the period of interest. —SS]

[NOTE: There will be approximately 1 lecture between the POC and Rev0 demos —SS]

Student	Lectures
Total	Num
Name 1	Num
Name 2	Num
Name 3	Num
Name 4	Num
Name 5	Num

[If needed, an explanation for the lecture attendance can be provided here. —SS]

5 TA Document Discussion Attendance

[For each team member how many of the informal document discussion meetings with the TA were attended over the time period of interest. The first row is the total number of discussion meetings scheduled by the TA with the team. —SS]
TA's Name: [fill in this information]

Student	Meetings
Total	Num
Name 1	Num
Name 2	Num
Name 3	Num
Name 4	Num
Name 5	Num

[If needed, an explanation for the attendance can be provided here. —SS]

6 Commits, Lines Added and Lines Deleted, Pull Requests

[For each team member how many commits to the main branch have been made over the time period of interest. The total is the total number of commits for the entire team since the beginning of the term. The percentage is the percentage of the total commits made by each team member. —SS]

[There are also columns for lines added and lines deleted to give a sense of the magnitude of each team member's contributions. Note that these numbers can be somewhat misleading, as a team member who does refactoring may have high numbers in both columns, while a team member who implements a large

new feature may have a high number of lines added, but few lines deleted. As for all commit information, these numbers will be interpreted with care. —SS]

[The pull requests column counts the number of pull requests created by each team member. This is a measure of how many contributions were made in branches, which may not be reflected in the commit counts for the main branch. —SS]

Student	Commits	Percent	Lines Added	Lines Deleted	Pull Requests
Total	Num	100%	total added	total deleted	total PRs
Name 1	Num	%	num	num	num
Name 2	Num	%	num	num	num
Name 3	Num	%	num	num	num
Name 4	Num	%	num	num	num
Name 5	Num	%	num	num	num

[If needed, an explanation for the counts can be provided here. For instance, if a team member has more commits to unmerged branches, these numbers can be provided here. If multiple people contribute to a commit, git allows for multi-author commits. —SS]

7 Issue Tracker

[For each team member how many issues have they authored (including open and closed issues (O+C)) and how many have they been assigned (only counting closed issues (C only)) over the time period of interest. —SS]

Student	Authored (O+C)	Assigned (C only)
Name 1	Num	Num
Name 2	Num	Num
Name 3	Num	Num
Name 4	Num	Num
Name 5	Num	Num

[If needed, an explanation for the counts can be provided here. —SS]

8 CICD via GitHub Actions

[Say how CICD technology is used and will be used in your project. —SS]

[Provide links to your CICD yaml files —SS]

9 Custom Documents (CDs)

[What is the plan (as documented in TeamComposition.csv) for the team's CDs? Should the CDs be modified now that the team knows more about the project? —SS]

10 Team Charter Trigger Items

[Provide a summary of the quantified triggers identified in the team's charter. —SS]

[Provide a list of any violations of the triggers. If the team wishes, the violations can be summarized on aggregate, instead of naming specific team members. —SS]

[Provide a plan to address the violations. This could include revising the triggers, if they are found to be too weak, strong or ambiguous. —SS]

11 Additional Productivity Metrics

[If your team has additional metrics of productivity, please feel free to add them to this report. If not, please explicitly state that there are no additional metrics. —SS]

[Additional metrics can include things like code reviews done, pull requests created, count of joining meetings late, count of number of times contributions had to be corrected, number of internal deadlines missed, test cases written, etc. —SS]

[We are looking for data on these metrics, not just a list of additional metrics the team is planning on tracking. However, if all you have is a plan, please share it here. —SS]