**COMP491 Assignments TR1-2 and IR1-2: Team and individual 5-15 reports**

For each of these assignments you must submit a *5-15 report* describing the current status of your capstone project. A 5-15 report is a way that some organizations, especially in the software industry, monitor progress and challenges without imposing too much overhead. The key idea is that the report is a brief summary: it should take no more than five minutes to read, and 15 minutes to write.

Optionally, you can meet read more about 5-15 reports online, for example at [mindtools.com](https://www.mindtools.com/aog8dj2/5-15-reports). According to various websites, the format was first invented in the 1980’s by Yvon Chouinard, the founder and CEO of the outdoor equipment company Patagonia. The mythology around this idea is that Chouinard ran his successful company while spending most of his time outdoors, and he achieved this using 5-15 reports.

Details of this assignment are as follows.

* Each 5-15 report should
	+ take no more than 15 minutes to write, and 5 minutes to read;
	+ include bullet points listing achievements and activities since the last report (emphasizing activities in the previous 1-2 weeks, but including all significant activities since the last report);
	+ include bullet points listing planned activities to be completed before the next report;
	+ identify any challenges or difficulties that are preventing progress.
* Grading will take into account both the clarity of the report itself and the amount of effort devoted to the project. Therefore, it is important to provide plenty of evidence that you and your team members are spending 5-8 hours per week on the capstone project.
* The instructor will also examine Slack live logs to gauge the amount of effort and activity devoted to the project. If clear evidence of substantial effort is not provided in the Slack live logs, then you can expect a grade in the C, D or F range.
* Team reports TR1 and TR2 should report activity by the whole team and must be added to the team Moodle wiki, on a page titled “Team 5-15 reports”.
* Individual reports IR1and IR2 should report activities by each individual, and should be submitted as online text to the appropriate assignment dropbox on Moodle.