WEEKLY TA MEETINGS – INDIVIDUAL GRADING

One of the most difficult problems that your group will encounter is time management. Many students struggle to make continual steady progress. To combat this, the ECE44x sequence uses weekly ‘checkpoints’ to help you stay on track. Each week, you commit to a set of things you will do in the next week. Your group should agree together on these things. The following week, one of the senior design staff reviews the work you did and assesses a score. Since we have literally hundreds of tickets to review and assess each week, we do have some hard rules that you need to follow. If something is not spelled out here, use your best judgment.

**Weekly Schedule:**
During the term each individual will be expected to create and close tickets each week. Prior each week’s deadline, groups should have created 2 technical tickets per person on BeaverSource to be completed prior to the next week. These tickets have a specific format, so check out the weekly ticket guide. Each week, previous tickets should be completed (with evidence). These points are individually assigned. Tickets are due **5PM on Friday each week.**

ECE442
Week 11 – Virtual Meeting
Week 12 – Virtual Meeting
Week 13 – Virtual Meeting
Week 14 – Virtual Meeting
Week 15 – Virtual Meeting
Week 16 – Virtual Meeting
Week 17 – Virtual Meeting
Week 18 – Virtual Meeting
Week 19 – Virtual Meeting
Week 20 – Virtual Meeting

**Ticket Format:**
To make it easier for scanning tickets and ensure that no information is lost, please make sure that tickets have the following information. You can find example tickets on the example project on BeaverSource.

**Milestone assignment:** Each ticket should be assigned to the milestone that it will be completed by. This means that a Ticket to be finished by the Week 9 meeting should be connected to a milestone called ‘Week 9.’ You will need to create/rename your milestones to have enough of them for the course.

**Owner assignment:** Every Ticket needs to be assigned to a person. This person is in charge of making sure the ticket is completed. They can of course get help, but at the check-off time, their grade is the one that is affected by the completion of the ticket.

**Deliverable:** In the description of every Ticket there must be a heading ‘Deliverable’ with a concrete measurable deliverable that will exist when the ticket is completed. Deliverables are how we measure success and should be unambiguous. Some key phrases that could be helpful are; a picture of..., a video of..., simulation results of..., a hand drawn schematic of..., a CAD schematic of..., etc...

**Expected Hours:** When creating a ticket, give an indication of how long it is expected to take in terms of actual working hours spent on it. You need to include the time you spent on that ticket rounded to the nearest .5 hour. This will be useful in understanding your project and what was ‘difficult’ in the future.

When a ticket is completed, it must be closed. When a ticket is closed, the following must be done as well.
Proof: When you close the ticket, make sure that you include the evidence you said you would in the deliverable. The evidence must be linked directly to the ticket either as an attachment or as a hyperlink.

Hours Worked: When you close the ticket, you need to include the time you spent on that ticket rounded to the nearest .5 hour. This will be useful in understanding your project and what was ‘difficult’ in the future.

Scoring:
The scoring for the weekly meetings is a simple average. Each week we will expect 2 new tickets that meet the listed standards, and 2 closed tickets that meet the listed standards. If one was missing, the score for the week would be 3/4 instead of 4/4.