Contents of the Two-weekly reports

1 Contents

The three questions you should answer in the Two-weekly reports should in general be the same as in a **Daily Standup Meeting** in Scrum[1].

At the Daily Standup meeting, each participant answers **three** questions:

- **What have I accomplished since the last Daily Standup?**

- **What will I accomplish until the next Daily Standup?**

- **Do I anticipate any obstacles and can the team help me with them?**

The goal of the sprint is always kept in mind during this report. The daily standup meeting makes it more likely that the sprint goal will be achieved.

You can answer the questions above by listing your tasks (practical, organizational and research) and outcomes briefly with bullet points, diagrams or other contents you see fit for the explanation. You should not exceed **one page** in length!

2 Organization and submission

- The group leader should coordinate the submission of the reports!

- Each group member has to submit an individual report!

- Submit your two weekly reports, presentations and final report via e-mail to `cocos@fb2.fra-uas.de`!

- You can use links to external sources (e.g **GitHub, IEEE-Explore, etc.**) in your report to keep the one page limitation for your report submissions!

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[1] `https://www.scrum.org/`

Template for Two-weekly report

Details of the group member

Group Number: **NUM**

Project: **NUM**

Mr./Mrs. **LASTNAME, FIRSTNAME**

Matriculation Number: **NUM**

Email: EMAIL@stud.fra-uas.de

What have I accomplished since the last Daily Standup?

What will I accomplish until the next Daily Standup?

Do I anticipate any obstacles and can the team help me with them?