Customer Name: YOUR NAME HERE

# Planning Iteration Checklist

Please check off each completed item. (It is the team’s responsibility to make sure that all items have been completed.)

Met face-to-face with each team member on a least one occasion

Reviewed and approved the user stories

Reviewed and approved interface designs

Assigned priorities to the user stories (after effort estimates for each)

Reviewed and approved team’s plan for Alpha and Beta iterations

# Team Evaluation (to be shared with your team)

Please answer each of the following questions in the space provided. These remarks will count directly toward your team’s grade.

1. How would you rate your team’s overall performance during the planning iteration?
2. Was there anything that your team did particularly well or that impressed you? Please explain.  
     
   YOUR RESPONSE HERE
3. Were there any areas where your team needs improvement? Please explain.  
     
   YOUR RESPONSE HERE

# Confidential Remarks for the Instructor

If you have any comments for the instructor that you don’t want shared with your team, please provide them here. These remarks will *not* count directly toward the team’s grade.

YOUR RESPONSE HERE