What went well?

* Most of the work was done
* In the beginning, assigning work was good
* Setting deadlines
* Taking responsibility for our own parts
* For the most part kept to the deadline
* On track for the most part
* Meetings were consistent
* No need redo

What could be improved?

* Quality of work over all, make work up to standard
* Meeting deadlines could be improved
* Some deadlines
* Improve deadlines, set them earlier

At least one thing that was surprising?

* Work was done and uploaded
* First section got in quickly, but not so much the second
* Ahead of most groups
* Communication was pretty good

At least one thing that you have learned about groups?

* Hard to manage times
  + Work
  + Priorities
* Setting up deadlines is important

Does our Github log reflect our group work?

* In terms of number of commits it will
* In terms of number of lines committed it will be skewed towards Victor who made the template as it was originally his
* Time of commits show how some people missed deadlines or forgot to upload
* MS Teams shows a somewhat better representation

What went well?

After discussing with the group about what went well, the group thought that discussing the specifications of the assignment and assigning work at the beginning was something that went really well. As each member was assigned their own individual parts, everyone was responsible for their own sections, which helped everyone focus on their own parts. Another aspect that the team thought went well was setting deadlines. These deadlines helped each member stay on track, and in turn would help the team stay on track. These deadlines helped with having all the work done on time rather than leaving everything to the last minute. For the most part, the deadlines were met and everyone was on track for the majority of the time.

In terms of the meetings and what went well with them. The team believed that we were relatively consistent with the meetings, having a scheduled weekly online meeting in addition to the weekly tutorial we should all attend. And since we attended this meeting and most people were present, we never needed to redo meetings or hold a second meeting just to repeat the same content.

What could be improved?

The team has agreed that the overall quality of our work has not met our standard, and that for the next assignment we should all work towards provided quality work rather than a large quantity of work. We also think that discussing our ideal standard of work at the beginning of the assignment would have helped this, so that all members know what to aim for. With this assignment, we did not specify a standard early enough, resulting in some parts of the report/website to be lacking and did not meet our expectations

Another aspect that could be improved upon was deadlines and meeting deadlines. Regarding making deadlines, the team as unanimously agreed that making the deadlines was a good idea, but they should have been made earlier on. The deadlines we set were only set somewhere near the middle of the assignment rather than the start. This resulted in a slight rush at the end, when we had noticed that some of our worked needed improvement. By setting deadlines earlier we would have more time to review and would be less rushed in completed a high quality report/website. Regarding meeting deadlines, they were mostly met for the first half, however in the second half some of the members most likely overestimated themselves and started to relax too much, missing deadlines. As said before, at the beginning of the assignment, the majority of members were able to meet the deadlines, with some needing a bit more time to refine their sections. However, with the second half, more members were struggling to meet deadlines, this was both due to waiting for another member to finish their part or simply just leaving things to the last minute. Based on this, the members who missed the deadlines should strive to meet them during the next assignment or else there could be more consequences.

At least one thing that was surprising?

The group has agreed that something that was surprising was that our group was slightly ahead on most groups in our tutorial group. Our group had considered ourselves to be either on track or slightly behind. However, we were made aware, during our tutorial session, that our group had in fact done more work than some groups even though it was considered to be not a lot of work.

We were also surprised by the fact that our group was relatively good at communicating through MS Teams. We had initially struggle to find a reasonable time to schedule our meetings at the beginning. This was because we were trying to find times where all members would be present for at least half an hour. However, after the first few meetings, we were consistent with our meetings and were mostly on time, with most members present. The only reason for members missing out on a meeting was generally unexpected work commitments, which the team considered to be acceptable.

One of the most surprising aspects of the team was the inconsistency in work effort. As said before, initially most members were meeting the set deadlines, both completing the work and posting it in MS Teams. However, after the first deadline, deadlines started to not be met and some of the work submitted was also not up to standard. This was surprising, considering the first deadline was met considerable well, but was suddenly turned around, and the second deadline was not met in the same manner.

At least one thing that you have learned about groups?

In terms of what our team learned about groups, we had learned that it is very difficult to manage teams and times. Everyone had their own commitments, in terms of both work and other courses they were taking. In this sense each individual had a very difficult time managing their own time, and as a whole group we struggled for all members to meet the set deadlines on time. We also learned that, as a group, managing each member’s priorities was very difficult especially when two members worked on the same section.

We had also learned that setting deadlines are very important when working in groups/teams. Setting deadlines would help keep members on track and hold them accountable for each of their assigned sections. During this assignment we saw that some members struggled to meet the set deadlines, this could be for multiple reasons, but the deadlines hold them accountable for not completing their sections on time and would indicate to the team who is holding the team back or who needs help.

Does our Github log reflect our group work?

Our group believes that in terms of the number of commits, the GitHub log should show an accurate representation on how the work was distributed, how even it was distributed, and how often each member used GitHub. In terms of number of lines committed, the GitHub logs would be more skewed towards Victor, as the group had decided to use his template from assignment 1, and therefore he would have submitted more lines of code for generating the base template. As such, our group believes that the GitHub logs may not be entirely accurate, however, if there are logs for MS Teams, then it would reflect our group work better. The reason for this is because, GitHub lines committed doesn’t includes lines in Word Documents, which is why we believe that number of commits would reflect our group work better than lines committed.