**CATME TEAM REFLECTION**

**GROUP L: Portifize**

1. Was anybody on the team significantly harsh on their self-reflection compared to the rest of the team? Can you identify a reason why?
   1. No, nobody was very harsh on their self-reflection because we all work very well together, so there really weren’t many things to be harsh about.
2. Was anybody on the team overly generous on their self-reflection compared to the rest of the team? Can you identify a reason why?
   1. No, everyone was really good with the team itself so the generous marks are valid.
3. As you look through the areas that individuals and the team were rated, which of the 5-domains (contribution to team, interact with team, keeping on track, expect quality, & having knowledge, skills, and abilities) does the team think needs the most work?
   1. As a group we have decided that the part that needs the most work is our knowledge skills and abilities, because we as a team have only been doing this for about a month, so we definitely have a lot to learn still.
4. What difficulties has the team faced? How were they addressed? (Or do they still need addressing?)
   1. A difficulty that we have faced is our in class time productivity. This led to a large chunk of time being taken on certain assignments we work on outside of class. This can be addressed by using in class time to plan assignments so the outside of class meetings can run a little more efficiently.
5. As you look through the areas that individuals and the team were rated, which of the 5-domains (contribution to team, interact with team, keeping on track, expect quality, & Having KSA) does the team appear to excel at?
   1. We have decided that the areas which our team excels most at are contribution to the team and interaction with the team. Each team member contributes equally to discussions, ideas, and assignments. In addition, each team member is good about listening to and respecting other ideas.
6. Do these two areas correspond to strengths and weaknesses in your team-working agreement?
   1. One of our strengths that is on our team working agreement is our communication and how we effectively communicated through GroupMe. The whole team has done a good job utilizing GroupMe efficiently enough so that we are on top of meeting times, assignments as well as anything else that arises with this project. One thing we do need to work on is our meetings. In our team working agreement we wrote that each of our meetings will most likely be an hour long, however we have come to notice that many of our meetings last at least 2 hours. In order to combat this we will try to plan out the assignment with the time that we have in class so that we don't spend our meeting times trying to figure what the assignment is and how we will accomplish it.
7. What changes were made (or do you anticipate making) to your team-working agreement since the previous draft?
   1. We are planning on adding a section to our team-working agreement having to do with our time management. We will make sure to hold each other accountable for staying on task and using class time efficiently to plan assignments.
8. How would you like to see things over the next 5-weeks improve? What are some realistic goals for each team member?
9. Over the next 5 weeks, we want to improve on time management in our meetings. To achieve higher working efficiency and minimize the amount of time we spend working, we will spend a portion of our in-class time to briefly outline our goals for the next out-of-class meeting. This way, the next time we meet, we can spend more of our time working rather than figuring out what we need to get done.
10. As the project continues to move along, what potential difficulties may need some effort to prevent?
    1. Our team has already had some difficulty with the tight deadlines for assignments and making sure our work is done efficiently and in enough advance before the assignment is due. As the work starts to progress and become more serious, we can foresee this difficulty becoming a bigger issue. To prevent this, we will actively try to be more efficient when it comes to completing assignments and will increase meeting frequency as needed to allow maximum time to work on assignments.