**Log of all meetings**

· 9/6- First Lecture Meeting

Attending Members: Dalton Yoder, Brian Clark, Qingyang Dong, FeiShian Tzeng, Jialei zhou

Brief description of meeting outcomes: Introduce to each other and talk about each team member’s preferred computer language. Upon the conversation, C++ is the most commonly used language among team members.

· 9/9- Second Lecture Meeting

Attending Members: Dalton Yoder, Brian Clark, Qingyang Dong, FeiShian Tzeng, Jialei zhou

Brief description of meeting outcomes: Discussed progress so far, and every team member agreed to use C++ on the first project. Thus, agreed use three classes, which are Executive, Boards and Player. Deleted the thoughts on using a ship class. Choose Discord for status updates.

· 9/10- Third Meeting in Lab

Attending Members: Dalton Yoder, Brian Clark, Qingyang Dong, FeiShian Tzeng, Jialei zhou

Brief description of meeting outcomes: Team member Brian and Dalton created some basic functions in header file and implement. Rest of team members doing interface.

· 9/13 Fourth Lecture Meeting

Attending Members: Dalton Yoder, Brian Clark, Qingyang Dong, FeiShian Tzeng, Jialei zhou

Brief description of meeting outcomes: Talk about the status on everything. But team member Qingyang, JiaLei and FeiShian did not ask which step the code went so far.

· 9/17 Fifth Lab Meeting

Attending Members: Dalton Yoder, Brian Clark, Qingyang Dong, FeiShian Tzeng, Jialei zhou

Brief description of meeting outcomes: Keep working on the project. Team member Dalton and Brian were adding more useful functions on the project. Team member Qingyang and Jialei found out the function that they were working at, was the same as Dalton. They decided to use Dalton’s function since it cost less complexity.

· 9/18 Meeting in Class

Attending Members: Dalton Yoder, Brian Clark, Qingyang Dong, FeiShian Tzeng, Jialei zhou

Brief description of meeting outcomes: Finalizing some details and answering some questions. But yet, Qingyang Jialei and FeiShian still thought they need to wait for other team members’ code to fix and finish it, instead of starting to implement function.

· 9/18 Meeting after Lecture

Attending Members: Qingyang Dong, FeiShian Tzeng, Jialei zhou

Brief description of meeting outcomes: After they talk to Brain about the status of the project, and they realized that other team members were hoping them to implement function themselves instead of waiting. They started to use the latest version on master branch without using the class that other members might also working at, to finish the project. And pull a request on master branch without resolved conflicts.

· 9/20 Meeting in Lecture

Attending Members: Dalton Yoder, Brian Clark, Qingyang Dong, FeiShian Tzeng, Jialei zhou

Brief description of meeting outcomes: Talking about how to merge two branches together. And Qingyang, Jialei and FeiShian realized that they did not help the team at all until 9/18.

**Description on how work was split between teammates**

Since our team did not discuss how work was split between teammates, Brian and Dalton wrote Executive.cpp Executive.h Player.cpp Player.h Boards.cpp Boards.h and they fulfilled with many important and useful functions. Team member Qingyang, Jialei and FeiShian decided to write the interface using Brian and Dalton’s function. And want to fix and finish the code that left, such as memory leak and logical components.

**Challenges and how they were overcome or dealt with**

The biggest challenge for this project is how to communicate with each other. Everyone should point out his opinion and ideas immediately instead of always thought he was doing the right thing. And team member Qingyang, Jialei and FeiShian did not master on using GitHub, which leads them lack communication with both status of code and teammates.

**Retrospective on what the team would have done different**

Like the previous challenge part said, our team suffered from a severe lack of communication with teammates. Their thoughts in mind will never let other teammates know unless they talk to each other. In the future, every team member should overcome this challenge and communicate with each other as much as possible. Another important thing is the importance of how work was split between teammates. Especially it is the first time that we, as a student working on a computer project with others. Most of us did not know what to do and how to do. Besides, we get used to doing the assignments that assign by our professor. In the next project, hope all of us can learn from this project’s mistakes and do better.