**Debrief Capstone Group 10 Report 1**  
October 22, 2018

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| **Name** | **Perceived Strength** | **Development Area - (SMART)** |
| **Colin Dzijacky 100425933** | Showed good initiative and attitude towards roles given  Did all work in a timely manner and was professional  Kept the team on track to meet deadlines | Need to focus on better communication within group to clarify what is expected for each area  Allow for others to contribute and make fair opportunities for everyone involved |
| **Danish Shakil 100559994** | Communicates clearly and shares information  Exchanges information with group in timely manner  Asks teammates for teammates and uses their suggestions  Seeks appropriate team input before taking action | Look for ways to ensure your capabilities are being fully utilized by the team  Continue learning about other team member roles and continuously seek new expertise that will improve your contributions to the team |
| **Hamza Chaudhry 100553947** | Encourages and motivates team  Helps team plan and organize work, anticipates issues  Has sufficient knowledge and skills to excel in team activities  Keeps deadlines and delivering complete accurate work | Continue to provide constructive feedback, organize a smooth team workflow  Anticipate issues that may arise and suggest realistic solutions to address them |

**Team Debrief Strengths**

* All team members were encouraging of others with fostered a healthy and productive environment
* Team members showed up for meetings and were in constant communication during the report writing and collection of resources
* Members did not feel threatened when challenged on their parts, but rather opened a conversation to allow for the best possible collaborative outcome

**Team Debrief Developments**

* Continue to arrive in a timely manner to meetings and respond promptly to messages when working in a virtual environment
* Work further using Github to track individual activities to ensure all tasks are being completed and that all members are working cohesively
* Continue to seek out expertise when hitting roadblocks in project development through meeting with experts and seeking online resources
* Team should search for new ways to find information beyond teams current knowledge base with a focus on flexibility, discovery, and open mindedness towards new concepts and possibilities

**Developmental Goals**

* Meet twice a week to identify issues and possible opportunities
* Decide roles on a weekly basis (project manager, scribe, resource allocator, researcher)
* Meet internal goals that have been laid out by us to complete project report two on time