## Oct 12, 2023 5:00 PM | Team Meeting

**Meeting Notetaker**: [Andrew Bement](mailto:andrew.bement@maine.edu)

**Attendees**: [Samson Cournane](mailto:samson.cournane@maine.edu)[Kevin Menenello](mailto:kevin.menenello@maine.edu)[Sam Minor](mailto:samuel.minor@maine.edu)

**Agenda**:

1. Rose - Thorn - Bud (Good, Challenge, Looking Forward To)
2. Peer Review Reports
3. Deliverable 1 “Hot Wash”
4. [Scrum Master Role](https://docs.google.com/document/d/1Jspcgx2jeaH4yK-zaWa7-jj3Nif_iMf1XVXPWDbMDjA/edit)

**Notetaker Notes and Action Items for the Team**

**Hot Wash Notes**

* Some team members feel as if they didn’t accomplish much, even if they logged the hours
* Lack of instructions made tasks feel a bit nebulous
* Even though tasks were assigned at the beginning of the week, most people waited until the last minute to actually work on them (reworking, rehashing, editing, etc.)
  + Made the tasks feel as if they were haphazardly done, and that there wasn’t enough time to review the work, ask for a second pair of eyes, etc.
* The idea of a final meeting to go over everyone’s work might be helpful
* Overall communication is good, but there’s still room for improvement in centralizing communication between team members.
* Urgent or immediate communications (same day requests), could be improved. Text messaging works better for some members to remind them to check the Discord.
* Having a second set of eyes to review team member’s work before the deadline would be very helpful, and provide people with more buy-in for the overall project.

**What is a Hot Wash?**

In military terminology, a "hot wash" refers to an immediate after-action review or debrief conducted following an exercise, operation, or training event. The term "hot" denotes the immediacy of the review, which takes place while experiences and observations are still fresh in participants' minds.

**How is a Hot Wash Conducted?**

**Immediate Timing**: The hot wash is held as soon as possible after the conclusion of the activity, often right on the training or operation site.

**Gather Participants**: All participants in the activity are typically gathered, from leadership down to the individual operators, so everyone has a chance to provide feedback.

**Open Discussion**: The facilitator or leader prompts individuals to share what went well, what didn't, and why. It's a forum where individuals can provide candid feedback on observed behaviors, results, and processes.

**Structured or Unstructured**: Some hot wash sessions follow a more structured format with predetermined questions or focus areas, while others might be more open-ended.

**Documentation**: Key observations, lessons learned, and potential areas for improvement are noted for further analysis and action.

**What is the purpose?**

**Immediate Feedback**: To provide an immediate and initial opportunity for participants to discuss and evaluate the successes and failures of the operation or exercise.

**Capture Fresh Insights**: Since it's held immediately after the event, participants' observations and feelings are fresh, making feedback more accurate.

**Identify Immediate Concerns**: Helps in quickly identifying any urgent concerns or issues that might require immediate attention or rectification.

**Builds Team Cohesion**: Sharing immediate experiences and insights in a group setting can build camaraderie and mutual understanding among team members.

**Informs Formal After-Action Reports**: The insights from the hot wash often feed into more formal after-action reviews (AARs) or reports (AARs) that are conducted later, which delve deeper into lessons learned and provide detailed recommendations for future operations or exercises.

**Summary**

In summary, the hot wash is a critical tool for continuous improvement, ensuring that teams learn from every operation or exercise, capture lessons immediately, and refine their tactics, techniques, and procedures accordingly.