

# Progress Report 2

## Progress Report

Group Number: Group 6

Group Members: Xavier Chongwei Zhao, Eric Ningyi Ruan, Twilight Liying Wu, Lareina Xiaoshan Huang

Xavier Chongwei Zhao

Contribution:

- 1st. Create a resource template from Twilgiht's integrated information.
- 2nd. Be the first person to understand all the requirements and knowledge and explain it to everyone in the group.

Eric Ningyi Ruan

Contribution:

- 1st. Make gantt chart according to the division of labor of each member in the group.
- 2nd. Collaborate with Lareina to upload everything to the team's gitee repository.
- 3rd. Bring everyone's attention back to the topic when the topic goes on.

Twilight Liying Wu

Contribution:

- 1st. Identify the relevant resources needed for this project and integrate them with Xavier.
- 2nd. In the group discussion stage, the resources found will be introduced to provide help for brainstorming.

Lareina Xiaoshan Huang

Contribution:

- 1st. Cooperated with Eric to upload the contents of gitee repository, and modified relevant contents that could not be identified on gitee repository.
- 2nd. Brainstorm ideas from everyone at the meeting and select the best.

## Reflection on our group work

What's working:

- We make a good team.
- Our group was always ahead in finishing the homework.
- We are so interested in project management that we approach each topic with a passion.
- We try to communicate in person.
- Each of us has his/her own responsibility.
- Complete the tasks assigned to each member as planned.
- Communicate problems ahead of time and resolve them promptly.
- We have an enterprising spirit.

What's not working:

- Our discussion go beyond the subject sometimes.
- The proficiency of relevant tools is still not enough.
- When working in a team, because we don't have to work together in real time. It can lead to rework.

What can be improved for Iteration 3

- Each member should share a common understanding of the knowledge before getting into the discussion to prevent the topic going too far.
- Develop actionable plans to improve the visibility of our teamwork using visual tools or collaboration platforms.