

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. Develop and maintain the technical part of the website. He needs to be able to write high quality code and ensure the performance and security of the site.

2nd. Develop a clear development plan to ensure that the site is delivered on time and meets all technical requirements.

Eric Ningyi Ruan

Contribution:

1st. Editor-in-chief of website content, responsible for maintaining website content and ensuring the quality and accuracy of website content.

2nd. Manage the content of the website by maintaining close contact with other departments to ensure the integrity and accuracy of the content.

3rd. Responsible for managing the layout process of articles on the website to ensure that the website looks clean, professional and easy to read and understand.

Twilight Liying Wu

Contribution:

1st. Responsible for the planning, implementation and supervision of the whole project.

2nd. Lead and manage the whole team, ensure the project completion on time and quality, and maintain good communication and relationship with customers.

Lareina Xiaoshan Huang

Contribution:

- 1st. Responsible for developing publicity and marketing strategies for the website.
- 2nd. Used her extensive knowledge of marketing to promote the website, from website publicity to the design of social media advertisements, to increase its visibility and traffic.

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

what can be improved for Iteration 2

- 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.