

## GROUP REFLECTION

### What

Team Five was created with Olivia, Jidong, Cynthia, Kynan, and Elliott to complete the tasks assigned from Project A. Due to our past interest in prior Ontrack tasks we were assigned different positions within the project, and most of the team have had little experience with these positions. We started our introductions within Microsoft Teams and started our first sprint session soon afterwards.

### So What

Through Microsoft Teams our team communication experience excelled early on within the project. Synchronistic communication became invaluable as the team was comprised of online students who also work. The rapid response of text-based questions and task assignments became a pillar of how we operated, first checking the chat logs and then proceeding to work on tasks. Trello increased productivity as it helped the team visualise how far we had progressed and how much more work was required within the allocated time frame. The teamwork within the team was exemplified by both Olivia and Cynthia, as their passion for achieving greater heights always reflected onto the group, creating a dynamic of two leaders within the team that helped support others the most. The team created a positive dynamic within that each task was discussed and decided on internally without any contradiction of thought process.

Issues within the team however were raised as tasks were assigned, such as allocation of tasks based on achievable grades and external work schedules. Allocation of tasks were mainly based on who was available to complete them, allowing for members who were available more to complete a larger percentage. External life/work of team members also made communication difficult at certain times, making the project slower than if compared to a project that was worked on in a physical location.

What did not work within the team was time management and utilising all platforms that were to be used. Time management failed due to tasks reaching past the point in which they were thought to be completed, leaving parts of the team to triage what was most important. The team did not utilise all the platforms that were set up (such as GitHub), however the team identified early in the project that it would be better utilised within the latter tasks of the project.

### Now What

Ahead of us now is Sprint 2 and the next phase of tasks that will be completed by the team. We will now focus on improving what we failed with or had issues with previously. We will set tasks for the team based on the grades we desire to complete ourselves, for example those who aim for a credit will focus on the credit tasks and those who aim for distinctions will aim for distinction tasks. We will now use Trello to set dates on the tasks to be completed, as it was very successful as our main visual communication technique. We will set up our sprint meetings earlier as our time management was lacking and failed to be efficient, this will also include incorporating voice chat within the Microsoft Teams as it allows for team members to feel heard more so than just through text.

As the required tasks will involve more documentation, team five will incorporate all our communication avenues such as GitHub to store files and research to be reviewed.

These additions will help our team become stronger and allow us to be able to complete tasks more efficiently with stronger communication techniques.