**Raymond**

**Problems & Solutions**

1. Transitioning to in person and juxtaposing the existing workload with the new routine was a challenge.
   1. Solution: Reflect for an hour about the past week and see where I can squeeze in tasks given the new loss of time.

**What went well?**

1. The team was honest about what we could accomplish, and worked around the new routine that we all had to deal with.

**Brent**

**Problems & Solutions**

1. **Issues Adjusting to In-Person Classes**  
   Solution: Spend around 30 min-1 hour planning out my week to see when I’m available to complete the work items and spend 30 min discussing availability with other teammates to determine when the optimal time to complete work is.

**What went well?**

1. **Collaboration**  
   There was clear communication between team members, specifically when revising the project plan adding new features to the BRD and Test Plan. We spent extensive time discussing the revisions and additions that needed to be made to create quality work items.

**Gideon**

**Problems & Solutions**

1. **Transitioning to In-person Classes**

Solution: Reevaluating the amount of time available to us when it comes to going back in person and having classes. Since school has started there are different sets of priorities ahead of us. So the best thing to do is to invest time in finding(calendar scheduling) out how much work we can now commit to the wellbeing of this group project in its entirety to make sure that progress is being maintained.

**What went well?**

1. **Collaboration**

* There was good, clear, and concise communication with all members of the teams as to when we were going to work, and more importantly what we were going to tackle that day.

**Vivian**

**Problems & Solutions**

1. Transitioning to in-person classes made scheduling with the team really difficult. In-person classes meant we had to drive to campus, find places to work in between classes, etc. It took a lot of time vs online classes where we could just hop on our computer and work.
   1. Spend an hour planning what time we’re all available to work based on how in person classes went.

**What went well?**

1. Figuring out a schedule that works for all of us
   1. After taking a break from working for a bit, it helped us be able to find times that worked for all of us with in person classes.

**Joshua**

**Problems & Solutions**

1. **Transitioning to In-person Classes**

Solution: Spent an hour discussing our schedules to find compatible times to meet for daily scrums and work items. Using LettuceMeet allowed us to find the best times when everyone or certain members are available.

What went well?

1. After adding an additional member to our team, we were able to make appropriate changes to the project plan, test plan, and BRD.

**Long**

**Problems & Solutions**

1. **We have difficulties adding features to the BRD and figuring how the new features would incorporate with the project.**

Solution: Carrying out research before hands on the ideas will give us a rough feel of how complex the features are.

1. **Finding the time to meet up and make a team decision.**

Solution: We used LettuceMeet to find times that available to everyone in the team so that we can carry out meeting and make team decisions

**What went well?**

1. We were able to revise the Project Plan and change the starting date of each sprints to reflect the team code review and personal code review
2. Addition of two new features to accommodate new members to the team.

**Conclusion:**

The largest change to the workflow of our team is the change in delivering mode of classes. Facing in-person meetings, the team capacity reduces dues to the time it takes to commute. This further changes the availability that we can meet and make team decisions such as what feature to add. In order to overcome this challenge, we use LettuceMeet which is a web application to plan out the time available for everyone so that we can set dedicated meeting times for scrum meetings and decision making meetings.

Last but not least, communication was done well in between team members. Everyone was on the same page and requested for helps when they need more human resources.