**Iteration 1**

**Member’s contributions.**

Russell Ruru

Russell contributed to making the Stakeholder Register, to the first three meetings, and with the creation of a Persona. He has also been communicating through MS Teams.

Lilia Karl

Lilia contributed to making the Stakeholder Register, to the first three meetings by typing the documents for the Group Meeting Reports, and with the creation of two Personas. She has also started doing the markdown files for the Group Meeting Reports.

Cole William Yuile

Cole has joined the group recently and he has so far contributed with creating a Persona for the group, as well as having started to use StackEdit to turn the Stakeholder Register into a markdown file.

**What is working.**

* Communication and file sharing
  + We were using a chat that did not support file sharing, but now we have our own MS Team group to communicate. Sharing work progress by uploading files to our own MS Team is working efficiently.
* General understanding of tasks and responsibilities
  + Initial records of Group Meeting Reports, agreed tasked responsibilities, sharing and recording individual contributions has given us an appreciation and understanding of our first Iteration 1 process.
* Commitment to work
  + Everyone is equally interested in delivering a good assignment and working as a group.

**What we need to improve.**

* Challenging changes to the team
  + The members of our group have changed. First, we lost one member because he decided not to continue with the degree. However, losing a member early on did not impair our group’s ability to work. Now, Cole has joined the group. He is doing well catching up and contributing, but we need to make sure we are all on the same page.
* Group meetings outside class time
  + We should arrange regular meetings outside class time. This has been complicated with Covid disruptions and with members with different schedules.

**What is not working.**

* Different channels for communication
  + We somehow had two different chats to communicate, which made things complicated to communicate clearly.
* Meetings with full attendance
  + We have not been able to meet consistently with all members present.