**CS692 - Retrospective Report**

**Iteration: 1**

Team: 4

Project Manager: Irina Sachovska

Application Name: Craving!

Meeting Date: 4/20/2021

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| **What Worked Well** | **What can be Improved** | **Suggested Improvement Actions** |
| Not assigning too many meetings worked very well. It was good to have a meeting after class to discuss what needed to be done and then give everyone the week to go out and work on it and have another meeting to review and discuss the deliverables. | Everyone has started communicating their schedules more and we have meetings now where everyone shows up on time! | Keep doing what we are doing |
| Instead of delegating who should do what, the project manager asked each member where they feel they can contribute the most. This way, each member put their best skills on their preferred document | We have started taking more responsibility in doing work inside our comfort zone and also doing work outside our comfort zone. The workload is more balanced. | Keep doing what we are doing. |
| If two documents were similar or worked hand in hand, then we would assign those documents to either one person or two people to work together on. This way, they can feed off/ continue what was on one document to the other. | Nothing to improve in this area | Keep doing what we are doing |
| Each deliverable/document, we assigned two people to work on it to bounce ideas off each other | Zoom meetings have worked very well with getting people to work on the documents together! We have made a lot of progress and finish documents faster with better precision. | Keep doing what we are doing |