Team 7312 Accelerate

MEMORANDUM

TO: Professors Omojokun and Lozier-Laiola

FROM: Team 7312 Accelerate

DATE: April 20, 2018

SUBJECT: Reflective Memo

Introduction

The reflection took place on April 20th, 2018 in the College of Computing building. All members of the team, namely Jack Weinkselbaum, Luming Yin, Quyen Tran and Seong Moon were present. In the reflection session, we discussed lessons we learned throughout the project both as a team and individually. We looked at these lessons through the lens of teamwork, efficiency and how our experiences will help us in our future careers.

Collective Lessons

The most important lesson we learned was "delegation of work allows us to meet deadlines more easily". During the beginning of the project, we did not explicitly discuss and delegate responsibilities during group meetings, and as such, work would end up being done last minute and the responsibilities would end up not being distributed evenly. This limited our perspectives, making it difficult to produce high quality work consistently.

On a related note, we also learned that "trusting one another leads to better work". When we first started to delegate responsibilities, each of us was worried that the other would not effectively complete their works before the looming deadlines. This led to duplicate work, as well as constant, unnecessary pestering of teammates that may have led to frustration. However, after the first few assignments were done on time and done with quality, our group quickly began to trust each other and the team dynamics improved as we began to relax on worrying about others.

These lessons will hopefully follow us through future group projects both in school and in our careers.

Individual Lessons

In addition to discussing what we have learnt collectively as a team, we also reflected upon what we learnt individually. Each of us learned lessons and made self-discoveries that would not have taken place otherwise. Each member's take-away from the project follows:

Luming Yin:

- I have learned to become a better team player. Before this project, whenever I encounter projects in areas where I am experienced in, I always prefer to be a solo player because I thought less conflict leads to improved efficiency and productivity. However, this project changed my perspective because everyone on the team is incredibly knowledgeable in software development. After hearing everyone's ideas during brainstorming sessions about potential architectures, technical methods to reverse engineer Slack's API or how to achieve persistency, I realized that I should not build silos around myself, but should rather devote myself to actively engage and participate in discussions. I hope to extend this to my future classes and especially my career as a software developer.

- Due to the sheer volume and quantity of work each team member, including me, needs to complete to ensure a successful project, I also learned to reduce my tendency of procrastination through this project. Initially, I edited the first sprint demo on the same day as the deadline, but after getting feedback on the final result, I clearly realized that it is rushed. There are glaring issues that would have been caught if I had started editing earlier and performed self-review or reviewed it alongside with the team. Realizing the benefits of starting early, I now begin work on homework, projects and exam revisions way before the deadline both in the junior design class and other classes in general.

Quyen Tran:

- I have always been curious about how what I learn in Computer Science classes can relate to my line of work after I graduate. This project gave me a glimpse of that link. Along with that journey, I learned about my limitations: even after graduation, there are still a lot more for me to learn in the field of computing, and every project would require me to read upon new materials, practice new skills and quickly put them into day-to-day work. In other words, the class inspired and encouraged me to become more technically adept at constantly learning.

- In addition to technical skills, my communication and language skills have significantly improved. Because English is not my first language, I struggled a lot with write documentation in English at the beginning of the project. However, my team members

guided me by starting with writing small parts of various documentations and progressively enabled me to complete long-form writings far more cohesively.

Jack Weinkselbaum:

- My biggest personal lesson actually overlaps with the collective lessons quite a bit. One of the main lessons I learned throughout this whole project was really how to trust groupmates. In other group projects, I've done, it would usually end up being me doing a majority of the work. Here, I decided to lay back a little and allow my group mates pull their weight. It was initially difficult to trust other people to do their own work but I quickly realized that they would eventually step up and do what was needed of them. This work included the code necessary for our sprints as well as group members' fair share of document writing. I still feel as though I need to improve on trust though as I would constantly pester my group members to see if they finished their part of the project.

- I do feel as though I'm good at stepping up and keeping people accountable for their work. I would always be the one asking about if we were gonna meet as a group as well as send out reminders about assignment deadlines. I learned how to be a team player and when to pull back and let my team do the work they were going to do.

Seong Moon:

- I developed a stronger sense of confidence and enthusiasm when presenting to the public. At the end of last semester's junior design presentation, I received overwhelming feedback from my peers that while I can deliver great technical content, my part of the presentation sounded unenthusiastic, monotonic and dull. To get ready for this semester's exposition demo, I realized I must combat my lack of enthusiasm. Therefore, I practiced to speak expressively with my team members and adjusted my pitch and intonation based on their feedback. Thanks to the project and my teammates, I will be able to extend this newly learned lesson into my career, allowing me to deliver better pitches to my colleagues.

- I learned a lot more about software development for desktop paradigms. I used to only develop command-line tools and mobile apps. Therefore thanks to our group project and several resources recommended by my group members, I learned the design and implementation of desktop apps. The form factor requires me to think differently about the design - both in a sense of "how it looks" to the user and "how it works" behind the

scenes. This exploration helped me gain a better understanding about the strengths and weaknesses of each computing paradigm.