

# **Team 7312 Accelerate**

## **MEMORANDUM**

TO: Professors Omojokun and Lozier-Laiola  
FROM: Team 7312 Accelerate  
DATE: February 16, 2018  
SUBJECT: Retrospective Memo on Team's Development Process and Plans for Improvements

The retrospective took place on February 16th, 2018 in the College of Computing building. All members of the team, namely Jack Weinkselbaum, Luming Yin, Quyen Tran and Seong Moon were present. Our discussion revolves around mangled logic code in view classes, team members having trouble balancing time management in intense course load and the fact that some group members don't always express their opinion.

### **Effectiveness of Sprint 1 Retrospective Action Plan**

All group members read AppKit tutorials and are familiar with AppKit's UI widgets and populating table views. However, members are still catching up with understanding the networking stack. Additionally, some of us were still sick and one of our group member's laptop was broken for some time.

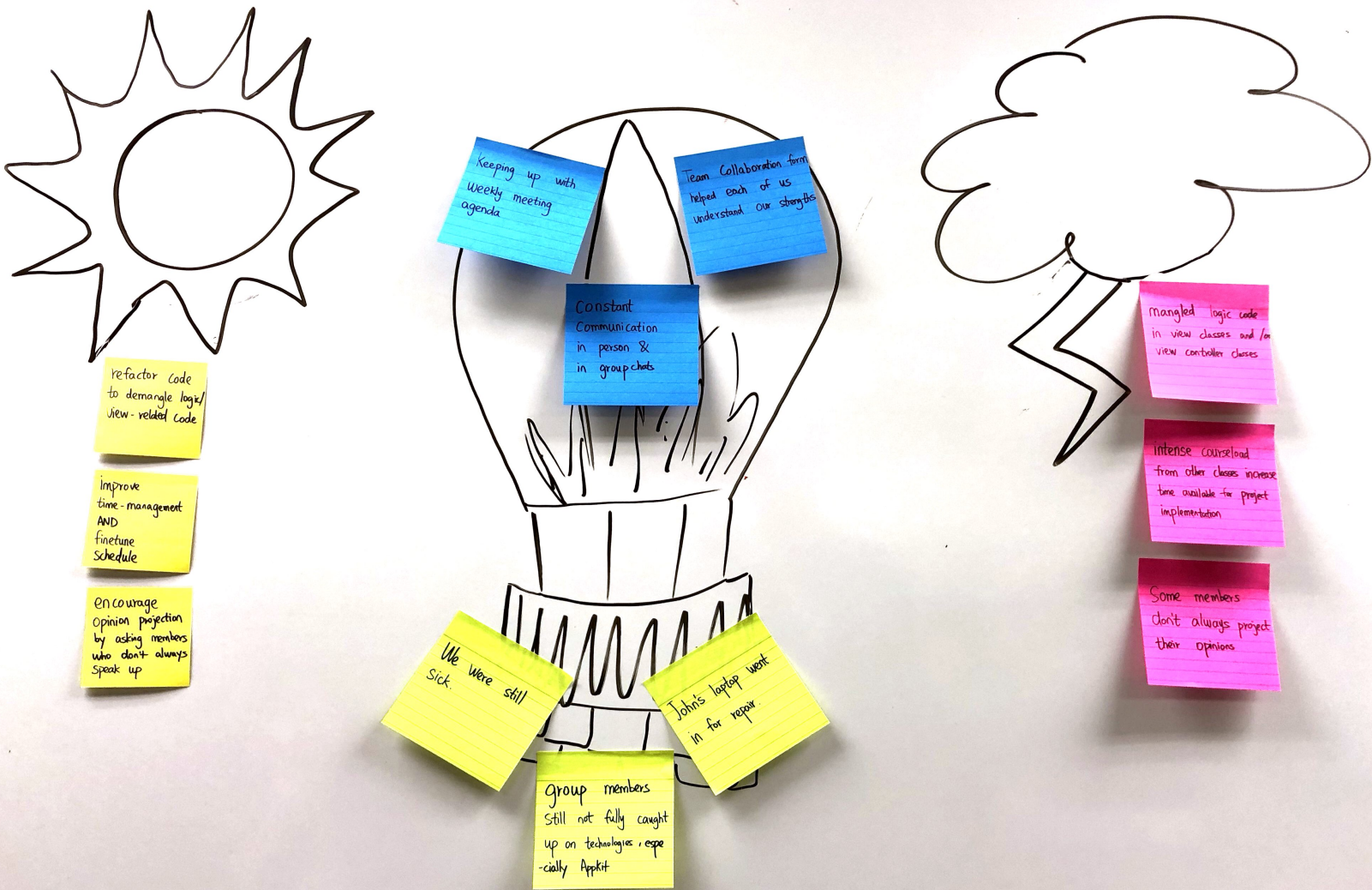
### **Problem Identification and Plans for Improvements**

We plan to address the problem where some team members do not voice their honest opinion. This is the most important problem because being open is very important to group dynamics. When members do not address their concerns properly, both organizational issues (such as missing features) and deep architectural issues (such as mangled logic code in view classes) may go unnoticed. Additionally, if members don't express their opinions, they may feel as though they are not contributing to the project as much as they could. It would only be fair for them to also have a say in the project, just as their other group members have a say.

We will address this problem by going around in a circle and say at least one thing that we are uncomfortable with in every future team meeting. It can be related to logistics and planning of the project, technical challenges of programming with AppKit and Objective-C, or additional, unforeseen concerns. We also plan to encourage members to be patient, while paying close attention to each other's ideas during team meetings.

## Appendix

### Snapshot of Balloon Retrospective



## Collaborative Preparation

### Team 7312 Accelerate

### Retrospective Memo 2

Brainstorming/Planning	Drafting/Writing/ Performing	Copyediting/Proofreading/ Final Editing
<p>Jack Weinkselbaum</p> <p><i>(led planning effort, participated in retrospective meeting by appending stickies)</i></p>	<p>Jack Weinkselbaum</p> <p><i>(wrote about problem identification and plans for improvements)</i></p>	<p>Luming Yin</p> <p><i>(proofread and edited the retrospective memo)</i></p>
<p>Quyen Tran</p> <p><i>(participated in retrospective meeting by appending stickies, as well as working on the outline for writing the memo)</i></p>	<p>Seong Moon</p> <p><i>(wrote the intro paragraph and summary of the team retrospective meeting)</i></p>	<p>Seong Moon</p> <p><i>(proofread and edited the retrospective memo)</i></p>
<p>Seong Moon</p> <p><i>(participated in retrospective meeting by appending stickies, as well as working on the outline for writing the memo)</i></p>	<p>Quyen Tran</p> <p><i>(wrote about the effectiveness of our previous action plan)</i></p>	<p>Quyen Tran</p> <p><i>(proofread and edited the retrospective memo)</i></p>
<p>Luming Yin</p> <p><i>(participated in retrospective meeting by appending stickies, as well as creating an outline for writing the memo)</i></p>	<p>Luming Yin</p> <p><i>(wrote about problem identification and plans for improvements)</i></p>	<p>Jack Weinkselbaum</p> <p><i>(proofread and edited the retrospective memo)</i></p>

**Additional Information:** If there is any additional information that is pertinent to the way your team divided up the labor for this deliverable, please describe it below.

*There are no additional information that is pertinent to the way we divided up the labor. Specific roles each team member plays are noted within the table above.*