

Collaborative Preparation

Team 7312 Accelerate

Retrospective Memo 1

Brainstorming/Planning	Drafting/Writing/ Performing	Copyediting/Proofreading/ Final Editing
Luming Yin <i>(led planning efforts as the group leader, participated in retrospective meeting by appending stickies)</i>	Jack Weinkselbaum <i>(wrote about plans for improvements in general)</i>	Quyen Tran <i>(proofread and edited the retrospective memo)</i>
Jack Weinkselbaum <i>(participated in retrospective meeting by appending stickies, as well as creating an outline for writing the memo)</i>	Quyen Tran <i>(wrote about problem identification and worked on formatting the memo)</i>	Seong Moon <i>(proofread and edited the retrospective memo)</i>
Quyen Tran <i>(participated in retrospective meeting by appending stickies, as well as working on the outline for writing the memo)</i>	Seong Moon <i>(wrote the intro paragraph and summary of the team retrospective meeting)</i>	Luming Yin <i>(proofread and edited the retrospective memo)</i>
Seong Moon <i>(participated in retrospective meeting by appending stickies, as well as as working on the outline for writing the memo)</i>	Luming Yin <i>(wrote about concrete plans to improve team's understanding on various APIs)</i>	Jack Weinkselbaum <i>(proofread and edited the retrospective memo)</i>

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.