

# RETRO MEETING MEMO

**DATE:** 2020-03-25T18:00:00

**TO:** Devi Endluri

**FROM:** Siyuan Yang

**SUBJECT:** Retrospective Meeting Memo

**PLACE:** Zoom Meeting

**ATTENDANCE:** Everyone Attended

## **Work Effort Analysis:**

- As a group, all the discussions and design process were in person at the Zach. This enabled us to debate intensively on the step by step process of which we were to go about planning the project.
- Individually, we each had the task of coding and debugging. We each were responsible for a component of the project, and we were also responsible for ensuring that each component worked with each other.
- In each phase, there was sufficient work so that it could be split up evenly with each team member. This includes everyone making a contribution to the design document and the initial queries, taking part in the initial program made, and coding the solution to an individual question in the last phase.

## **Things went well and didn't go well:**

- Although none of us knew each other before this project, we worked well as a team and the communication was solid and effective with each other. This helped us split the workload appropriately among each member. In addition, we were not afraid to ask for help, allowing us to solve problems more effectively as a team.
- In the first couple of phases, we underestimated the time needed to complete the phase and started late, putting a lot of pressure on us before the due date. We could have done better on the time management of the whole project. We should set the timeline for each stage so that we don't have to wait till the weekends to work on the project.

## **Key Points To Remember For Future Projects:**

- We should always start the project early, as this ensures the overall design of the project is finalized even before a line of code has been written.
- Before working through the project, we need to research into the different libraries available, since some might work well with the given problem and some might not.
- After a certain library or SDK has been chosen, we should make sure that there are documentation and support for the version of the library we are using.