**Project review template**

**Instructions**. Use this template to guide the review of your project and team members. You must complete all sections. Limit your response to no more than 80 words per section.

**Lessons Learned**

I become good at time management since the group project requires us to design schedule and make sure every tasks is done before the deadline. Besides, I learned lots of useful techniques in solve a real-world problem like some analytics skills and project management skills. And I started working more methodically.

**What Worked Well?**

My team is very active, and everyone indeed get involved in the group project and each group workshops. We have effective communication tools which is discord, and we meet up regularly to make sure out group project is on the right path. Therefore, we could always finish out workshops and group assignments efficiently and in time. We also leave enough time to review our deliverables before submitting them. All of us did well so far.

**What could be improved?**

I think we did pretty good so far and what we need to do is keep our current path. The only thing I can come up with to improve our team is that for some assignment we could finish it in a short period of time, and it is good to do comprehensive research but sometimes it is that necessary to go too deep.

**Recommendations**

I think all of us did a great job. For recommendations, I would say we could reply to message as soon as possible so that we can address problems quickly. When I am busy, I just forgot to check the discord message regularly, so I think we could do better on replying to messages.

**Team member review**

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| **Team Member Name** | **What are their strengths** | **How might they improve** | **Contribution to the project.** 1-Low Contribution 5-High Contribution |
| John Ho | Writing, taking notes, organizing meeting, reviewing work, | Improve writing skills: write concisely. | 5 |
| Matthew Bacarro | Conducting research, notes taking, time management, group communication | Improve communication skills: reply to discord messages quickly | 5 |
| Qirui Wang | Summarizing, time management | Improve writing skills: how to express my idea effectively | 5 |
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