Team Retrospective

**Planning:** Think about the strategies you used to coordinate the work.

• How did you plan the organization of work for the milestone? What were team members roles?

Our team communicated through our Microsoft Teams group chat and let each other know what roles or parts of an assignment we wanted to do. Members did not have specific roles, but rather took on various roles depending on what work was left to be done.

• How were activities assigned to each team member and what was the justification for that?

Activities were mostly just chosen by team members. At times, certain members were better suited for completing tasks over others, such as not being able to run certain software.

• How was communication handled among team members?

Communication was handled over Microsoft Teams and in person during lab.

**Monitoring:** Think about the way you collaborated as a team.

• What aspects of the team coordination/collaboration went well in this milestone?

Aspects of team coordination that went well this milestone were communication and attention to deadlines.

• What aspects of the team coordination/collaboration went wrong in this milestone?

An aspect of team coordination/collaboration that went poorly this milestone was procrastination.

• What are possible concerns?

Currently there are no real concerns in terms of how our team works. Aside from staying mindful of procrastination and being proactive in assignments, there isn’t anything else to address.

**Evaluation:** Think about the quality of the milestone just delivered.

• What do you think as a team was particularly good about the milestone you just completed?

We improved on our submission by incorporating feedback that we received from the previous milestone into this one. This means the overall quality of our work should be better.

• What are areas or sections of the milestone that you just completed you think could be improved?

We could have improved by being a bit more verbose during certain parts of the presentation, as some slides were a bit brief.

**Plan of Action:** You must commit to have something to improve every milestone.

• What are aspects you think can be done better for the next milestone in terms of team performance?

Concerning team performance, it could be better to have more in person communication to touch base during the week.