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?

**Tasks were evenly distributed among our team members in which every member had a particular task to do. From there, we structured our project into tasks and subtasks. Our team scheduled weekly meetings on Microsoft Teams so that we could all work together to complete the given tasks. At the time of the meeting, tasks were divided and evenly distributed among the group members. In the event that a team member could not make it to the scheduled meeting, they would provide a rough draft in which other team members would work on and modify.**

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

**Initially, we set an initial deadline for the tasks in order to regulate our work progress. The activities were assigned based on the resources each member has ( for instance not every one of us had accessibility to MS access ) . We would divide up the work during the meeting time after intensively working on it together and make final edits a day or two prior to the deadline. The justification for that is that it ends up giving the best and fairest outcomes and it gives every member a sense of accountability and sense of achievement.**

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

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

* **Communication within the team helped us comprehend the project objectives and scope create clear shared goals that allowed us to complete the assignments effectively on time. Just as noted from milestone 1 and 2**
* **Defining every individual’s role allowed us to coordinate our team and has helped us better monitor every member’s performance and make sure we all achieve the desired outcomes for each respective task.**
* **Our team is aligned around one purpose so we created a detailed plan; this helped us set specific expectations**
* **Strategic planning was a distinctive aspect of collaboration that went well whilst we were conducting this project. This has led us to better manage the team and develop a plan to complete the milestone at most quality. *Just as noted from milestone 1 and 2***

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

* **Not every member responded to the project tasks accordingly.**
* **lack of commitment to the assigned tasks.**

• What are possible concerns?

**Lack of enthusiasm, motivation, and commitment among team members.**

**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?

**This milestone has helped us witness what we achieved so far in accordance with the plan we have preliminarily set. The team has a solid comprehension of the project scope due to it. Implementing the database was particularly done decently well because of the team's fair collaboration.**

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

**Designing the ERD was challenging and could possibly be improved by expanding our knowledge in regard to this field. We had to be more concise with adding the entity's attributes and defining the cardinalities.**

**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?

* **In the upcoming milestones, the team members should communicate openly without any hesitations in terms of the work or other members’ performance.**
* **Changes should be created on our management plan along our progress, this will help us navigate our way out of it as it is a crucial part of strategic planning.**