

What did we discuss

The good:

The team works well together, taking up responsibility to work towards our shared goal, documenting what we do in an organised manner in the Trello. The team meetings helped us be on the same page, and helped each of us complete our tasks and understand what the others expect. Our communication is good, sharing both things that go well as well as asking for help if we feel like we are stuck.

The things we can improve:

Sometimes we take on responsibility of others, preventing everyone from having a good amount of work to do. We also liked to have more correlation between datacamp lectures and our actual implementation of things immediately after, or at least in the same week as, those classes so that it is more fresh in our minds and we can work with it. Sometimes the sharing of our files is a bit chaotic and we can't see what the others have done. We also have some individual problems like updating the ILOs and personal workflow not being as optimal as we would like to be.

Our action points that we can take:

- We should assign all the tasks of the next week to people. We want 2 people to work on a machine learning model each, 1 person to do the overall management and chip in wherever needed, and one person to begin on the legal framework.
- If we feel like we are waiting on others to complete work we can think about ways to expand our project beyond its original scope. This way we can keep ourselves busy with work without interfering with tasks assigned to others and make sure that we each have a fair share of work to do.
- We should evidence our ILOs together, we already have some evidencing of ILO 1 done but if we begin evidencing our shared work make sure to put those files into our group github, and notify the others that those things are there and relevant for a specific ILO.
- Linking in to the previous point we should more frequently, perhaps at least at the end of a day, upload our work for github so that we have a checkpoint.

Action Points.

- Assign Models to People
1 for legal framework 1 for demo and management.
- Think of ways to expand the Project Outside of Course scope.
- Evidence I LO's together.
- More frequent Github uploads for CheckPoints.

Positive

Negative

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