**CS692 - Retrospective Report**

**Iteration:1**

Team:2

Project Manager: John Brilhart

Application Name: UnitedTune

Meeting Date:10/12/2021

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| **What Worked Well** | **What can be Improved** | **Suggested Improvement Actions** |
| **Consistent Meeting:** Meetings with team members were held consistently twice every week. Team members were kept informed of all deliverables.  **Professionalism:**  Correspondence amoung team members were always cordial and professional. This aided in creating a positive environment which encouraged team involvement and participation.  **Open to adaption:**  As understanding of the application grew, the team was flexible and open to any change.  **Delegation:**  Work was assigned to team members based on document owners and additional team members were assigned as needed.  **Good understanding of deliverables:**  Team members prepared effectively and made an effort to understand the purpose of all deliverables.  Wednesday at 9pm | **Communication:**  Although usually goodcommunication at times was lacking.    **Lopsided Development Workload:**  Since losing one of our developers, a large amount of work has been added to our DBA.  **Quizzes late:** Often quiz questions are written late in the week. Early completion of the quiz gives team members more time to focus on other deliverables. | **Use Appropriate Communication Channels:**  It is important to communicate any roadblocks or complication via Slack to keep the team informed and allow team members to help. This includes any schedule conflicts that may pop up.  **Assist The Lead Developer:**  The team should assist the lead developer in completing business documents to avoid causing too much workload on one team member. Additionally, team members should set up the application enviorment to assist in testing.  **Move Quiz Deadline Up:**  Quiz deadline will be moved up for the team to be completed by Monday to insure prompt completion. |