Actions to stop doing

- Using video call for administrative/logistical meetings
  - It made communication difficult, and the person on the call was left out.
- Letting urgent things override important things
  - Olivia had a hard week.
- Branching according to individual preferences
  - It made pulling and pushing confusing because no one other than the branch creator knew exactly which branch was the most updated.
- Pushing without thoroughly testing
  - It overwrote important changes and halted progress.

Actions to start doing

- Commenting code and creating a coding standard
  - Uncommented code makes it difficult for someone else to read and collaborate with, wasting valuable time.
- Branching according to a team agreement
  - Branching can be valuable as long as everyone is on the same page.
- Pair programming
  - Pair programming produces more robust and creative design and code. It also holds multiple people accountable for a task and spreads the learning curve more equitably.
- Housing tutorials in a repository/document
  - We each have resources and tutorials to share and want to access them easily.
- Using video call only for pair programming
  - Our only positive experience with video calling was when the video caller shared screens with one other person.
- Making choices about UI
  - We need to be on the same page about our UI look and feel as well as development tools so that we don't make progress in the wrong direction.

Actions to keep doing

- Communicating what files we're working on
  - This ensures that no one's work is overwritten.
- Communicate when we're pulling/pushing
  - This ensures that no one falls behind with merge conflicts.
- Supporting others' ideas and opinions
  - We have so far created a supportive and productive space, and it helps when no one is bossy and everyone genuinely listens to and cares about others' ideas.
- Supporting others' tasks; if you finish your tasks early, reach out to others to help them with their tasks

      ○   This allowed us to be more efficient and foster important bonds within the team.

Work completed

All Sprint 1 user stories were completed during the sprint.

- As a Team member, I want to learn the basics of Django and SQLite so that I can begin working out the backend development and functionality of the TeachShare web application.
- As a Team member, I want to learn the basics of Bootstrap so that I can begin designing the layout and UI of the TeachShare web application.
- As a teacher, I want to be able to sign up to TeachShare so that I can begin collaborating with other teachers.

Work completion rate

Total number of user stories implemented: 3

Total number of estimated ideal work hours completed: 38

Total number of days: 7

Average user stories implemented per day: 3/7 or approximately 0.429

Average ideal work hours spent per day: 38/7 or approximately 5.43

Sprint 1 Burn-Up Chart