

Actionable Items:

What we should continue doing:

- Communicating changes we have made
- Communicating issues that require attention
- Architectural-minded design
- Learning from each other
- Being awesome

What we should start doing:

- Schedule regular meetings with required attendance(and enforce it).
- Work on the project as a group rather than as individuals
- Subversion commit comments
- Getting a head start on tasks
- Spreading work out more evenly so that it does not pile up at the end
- Be more realistic when estimating task hours rather than optimistic
- Notify group members of SVN commits
- Notify group members of commitments

What we should stop doing:

- Implementing changes or making decisions without consulting the other group members beforehand
- Implementing code “just to get it done” with no prior thought to maintenance
- Waiting until the last minute to finish the project