

1. The team mainly utilized the project management tool, Jira, to keep track of todos and ensure that each member of the team was completing their fair share of work. Whereas we did have a group chat in which we discussed the division of labor, placing the todos into Jira helped us consolidate the tasks that each person was responsible for. Additionally, team members were able to report their potential progress on the project management tool without crowding the group chat with messages. For more description on the layout of Jira itself, our group used four columns: To Do, In Progress, Code Review, and Done. We used this same layout for sprint 0.5, but without the code review column and decided to add that section in for sprint 1. The To Do column holds the tasks that have not yet been started. Currently, they are all sprint 1 tasks. The In Progress and Done columns are self explanatory in that they mark the tasks that are currently in progress or completed. The code review column indicates that one of our members has submitted code that requires reviewing in github. Each task is assigned to a member of the team and some contain subtasks that need completing as well.
2. The team conducted scrum meetings every Friday, meeting for thirty minutes from 2-2:30. During these thirty minute meetings, instead of working on the project, we would bring up any concerns with the sprints, such as trouble with github or jira, or any difficulties with the workload. If there were any issues with project implementation, or a need for increased understanding on certain ideas necessary to their part of the sprint, we discussed it at the scrum meetings. It was in such meetings that we finalized due dates and planned the progress of the project. Additionally, we used about five minutes to provide each other with feedback on our work and communication within the group, and used this feedback to effectively improve our respective interpersonal skills.