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.