

Final Project Bosses Summary Document

Week 4

Scrum Master Week 4:

Tamaya Livingston

5 Things Team did Well - will continue to do:

1. Work well together
2. Encourage each other when insecurities arise
3. Review the lessons to refresh
4. Talk through problems to get to the relevant information
5. Being helpful and encouraging our teammates when necessary.

3 Things Team did Poorly - how will we mitigate these next week:

1. Connect with each other to review issues (we will try to meet each other even if only two and work through issues)
2. Hold each other accountable to errors (we will communicate respectfully how to avoid future miscommunications and understandings)
3. Response time could have been better, but we will remember that we don't all have the same working schedules and to be patient.

Team Shout Outs:

🌟 Shout out to MJ (aka Melissa) for diving head first into being a SCRUM Master and being the first in the group to take on an analysis and not being afraid to ask for help.

🌟 Shout out to Tamaya for always being on top of everything and keeping the flow of the final project going at a good pace.

What did the Team Learn this Week:

As a team, we learned that it's ok to ask for help when needed and that it's just as important to offer help if it seems like someone is struggling, even if they don't ask.

What did you learn as Individuals last week:

- **Tamaya:** I need to slow down and ask people if they need help specifically.
- **Jeanne:** I learned to be more flexible and to move with the changes.
- **Melissa:** I learned that I should have more confidence in myself. I still feel like I have no idea what I'm doing but each week I prove to myself that I know more than I realize.
- **Megan:** I learned how to use github a lot better this week.