Team Report Template

Project Title:
ezamu.com - A High School Career & College Guidance Platform

Sprint Cycle:
Sprint 2

Introduction

Overview of the Sprint:
The goal of this sprint is to further deepen our understanding and engagement with the project. By reevaluating our hard and soft skills and seeing the available areas we are allotted to work in, we were able to further specify what tasks we would like to complete within this project to our sponsor. With us being familiar with the project now, we were also requested to reevaluate the platform with a new point of view and compile a list of errors that we may potentially work on. We also were tasked with establishing a variety of mockups for the platform's landing page.

Team Performance Reflection

What Worked

Effective Communication:

- *Twice a week stand up meetings guaranteed that the team was in communication and on the same page in regards to tasks to complete and what was expected from us. A group chat with all the team members allowed for communication during the completion of assignments and tasks, as well as provided a way to clarify anyone's confusion.*

Strong Teamwork:

- *Completing these assignments are done in sections, with members taking responsibility for different portions of the documents. Those who did not get a chance to work on the document remedied their lack of contribution by starting the next assignment.*

Successful Collaboration and Interactions:

- *Positive interactions in and out of the group chat demonstrates a unified goal to perform as best as possible in all tasks. Assignments are completed in a timely manner, and any place that a member may be lacking in is picked up and supported by other group mates.*

Problem-Solving Strategies:

- *Thoroughly communicating everyone's thoughts and combining them all to form the best possible solution to any problems encountered. Not becoming frustrated at a member's potential lack of or inability to understand and perform, and instead working with them to improve and better everyone in the group is a strategy being used.*

Efficient Processes:

- *Working on tasks that can be done together, at the same time enhanced the completion speed of assignments. Constantly communicating with each other about the progress of assignments ensures that no assignment is left unfinished or imperfect.*

Use of Productive Tools:

- *Using the Taiga board to display all the tasks that needed to be completed proved useful for everyone. Having a Discord server with channels dedicated to files, as well as a voice channel to meet outside of designated meetings further improved the team's productivity.*

What Did Not Work

Weaknesses in Communication:

- *[Identify any communication issues faced by the team]*

Ineffective Strategies:

- *[Discuss strategies that were not effective]*

Insufficient Support Levels:

- *[Highlight areas where the team lacked sufficient support]*

Issues with Role Assignments:

- *[Describe problems related to role assignments]*

Task Assignments Misaligned with Skills:

- *[Detail instances where task assignments did not align with team members' skills]*

Team Deficiencies and Technical Knowledge Gaps:

- *[Identify deficiencies and knowledge gaps that impacted performance]*

What Could Be Improved

Enhancing Communication Methods:

- *[Suggest improvements to communication methods]*

Improving Teamwork and Collaboration:

- *[Propose ways to enhance teamwork and collaboration]*

Addressing Weaknesses:

- *[Identify specific weaknesses and suggest actionable improvements]*

Filling Technical Knowledge Gaps:

- *[Propose methods to address technical knowledge gaps]*

Refining Processes and Tools:

- *[Suggest refinements to processes and tools]*

Action Items

Steps to Address Improvements:

1. **Communication Improvement:**
   o *[Specific steps to enhance communication]*
2. **Teamwork and Collaboration:**
   o *[Strategies to improve teamwork and collaboration]*
3. **Overcoming Weaknesses:**
   o *[Actionable steps to overcome identified weaknesses]*
4. **Filling Technical Knowledge Gaps:**
   o *[Steps to provide necessary training or resources]*
5. **Refining Processes and Tools:**
   o *[Actions to refine processes and tools for better efficiency]*

Enhancing Team Performance:

- *[Strategies to enhance overall team performance]*

Additional Considerations

Feasibility of Actions:

- *[Evaluate the feasibility of proposed actions]*

Task Estimation Accuracy:

- *[Discuss whether tasks were overestimated or underestimated]*

Communication Quality:

- *[Review the quality of communication within the team]*

Adjustments to Project Backlog:

- *[Suggest any necessary adjustments to the project backlog]*

Conclusion

Summary of Key Findings:

- *[Summarize the key findings from the reflections and discussions]*

Proposed Improvements and Expected Impact:

- *[Highlight the proposed improvements and their expected impact on future sprints]*