Feb. 24, 2021 - Team Meeting

- Introduced Mackenzie to the group.
- Updated roles for different phases given the new group member.
- Went over/discussed feedback on the Design-Draft:
    - Trevor is making diagram corrections
    - Sai is checking over the document in general and making appropriate corrections.
    - Neil is writing out the subsections of the development process.
    - Mackenzie is adding in the responsibilities of the new reporting lead.

March 1, 2021 - Team Report

- What did the team do well in the phase?
    - The team completed the appropriate fixes (discussed in the meeting). The team communicated well, assigned tasks appropriately, and completed them within a timely manner?
- What problems did the team have in the phase?
    - The team had trouble understanding some aspects of the description for the phase.
- What will the team do to prevent running into such problems later?
    - The team will read the phase descriptions more carefully and promptly ask for clarification when/where needed.
- What are the relative contributions from the members in the phase?
    - Trevor : 30%
    - Neil : 30%
    - Mackenzie: 20%
    - Sai: 20%