

<b>MEC4407: Design 3</b>	
<b>TEAM #</b>	18
<b>1: ATTENDANCE</b>	
<b>ON-TIME</b>	
Alex	
Joe	
Mendel	
<b>APOLOGIES</b>	
Qingsong	
<b>LATE</b>	
<b>NO SHOWS</b>	
<b>2: MEETING ROLES (2 mins)</b>	
<b>TIMEKEEPER</b>	
Alex	
<b>SCRIBE</b>	
Mendel	
<b>FACILITATOR</b>	
Joe	

CATME PEER ASSESSMENT FEEDBACK				
TEAM NAME	Supersmashers			
3: COMPLETION? (5 mins)				
TEAM MEMBER NAME	CATME done?	Feedback Reviewed?	Factor Reviewed?	Satisfaction? 1 - 10
Mendel	Y	Y	Y	10
Alex	Y	Y	Y	10
Joe	Y	Y	Y	10
Qingsong	Y	Y	Y	10
3: TEAMWORK IN THIS GROUP COULD BE IMPROVED BY	Being more organized on the drive			
	Naming conventions and iteration logging			

DATE	16-09-2020	START	01:15	Zara
VENUE	Zoom	FINISH	02:15	
4: POSITIVE CONTRIBUTION (10 mins)				5: AREA FOR IMPROVEMENT (10 mins)
TEAM to nominate ONE THING each member did well				INDIVIDUALS to nominate ONE THING they can improve
ahead submission iteration. Knowledgeable as shown with the au				Being more organised early on
iterations and was able to improve and understand other team r				Could've contributed a more substantial tower initially
to the team, and I really appreciate your willingness to do tasks				Should've pushed all team members to get on to design logs earlier.
Tried the best to contribute the best to the project				Being more creative in design.
6: MOST COMMON AREA FOR IMPROVEMENT (2 mins)				Organisation
HOW TO IMPROVE:		Use better conventions for versioning		