**Release 1 Team Reflection (Summary)**

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| **Team** | Selfie |

# **As always, delete the blue text and replace blue text in angle brackets with the required information in BLACK.**

In the session following the first release presentations, each team will lead a 15 minute mid-project reflection with their instructor serving as an observer and providing occasional inputs as needed. A reflection asks you to think about what you initially planned to deliver, what you actually delivered, and the process involved. It is an opportunity to make adjustments to the operation of your team so that you can perform more effectively during the remainder of the project.

In support of this reflection, each team must create a one or two page summary of their project so far, and add this to its repository by the deadline shown in the calendar. This summary will provide the basis for the reflection and discussion the team has with its instructor. Here is a set of questions to address in this reflection; feel free to add to this in light of your team’s specific experiences.

**To what extent did you abide by the assigned roles, and, in general, how are the roles working out?** Did anything fall between the cracks because a role was missing or not done properly? How would you adjust roles to make things go more smoothly?

Roles were not executed strictly, in the sense that we all discussed everything from all aspects of the project and helped each other with their task whenever they needed or wanted it. For the things that fell through the cracks if there were any such things, it had more to do from our inexperience with the project’s technical knowledge demands (Python, Django, HTML, SQLite) rather than an incorrect or non-optimal team role setup. Keeping the roles flexible has helped us more than hurt us, especially at the beginning as we are learning how to use this Django framework. If it is allowed, we will consider rotating roles.

**Was the workload divided appropriately?** Did everyone contribute to the product itself (e.g., did everyone participate in programming and construction)? How would you adjust the assignments and responsibilities for the remainder of the project? Many times the workload was not divided at all, we all worked on something concurrently. In this sense, it is useless to ask if many parts of the workload were divided correctly because they were not divided. For other things, especially in the construction phase of the project, the workload was not divided properly. We could have been much more specific about who needed to do what and by what time. As a result of this we found that many things took very long to be completed because everyone more or less “assumed that someone else was taking care of it”. Going forward, the best thing to do would be to make sure to be extremely explicit about who is to do what part.

**Were there any unintended consequences of your plan, your design, or your work?** Were any pitfalls encountered; did any of your identified risks come to pass? How might you plan for and deal with the unexpected in the remainder of the project? It became apparent that the models we created right before our construction phase often didn’t really “click” with the technology in a smooth manner. This doesn’t mean that we broke the rules of the design but in many cases we found ourselves bending the structure and location of various modules in order to allow them to work properly with HealthNet’s actual construction. Many times the Django framework didn’t facilitate a satisfactory translation of code via the UML design artifacts. We have found that sometimes our apps need to be able to interact with each other in ways that don’t necessarily seem to be encouraged by Django. So far there don’t seem to be too many unidentified risks that have come to pass. In our process grid we decided that we would deal with risks as they arose, and this has worked out well so far.

**Are team meetings effective?** Why or why not? Does the team believe it needs to restructure the way its meetings are run? In particular, do you need help in making your meetings go better?

The meetings have gradually gotten more effective over time. Continuing from what was discussed above in the workload section, our meetings could be better conducted by formal delegation of the tasks and responsibilities that need to be completed. For the time being we have done much of our work actually at the meetings themselves. This has had its advantages; it is great that we have been bringing up files of the project to look at and discuss together and it has allowed our submissions to receive input from everyone in real time. As the semester continues on and we become more skilled with the technology it is likely that the fraction of our work done outside of meetings will increase, perhaps even to the point where we can afford to meet less frequently.

**What is the most important change you can make to perform better (as a team) in the remainder of the course?** Can you improve your process? Can you improve any of the technical artifacts you’ve created? The most important change we could make as a team is to reduce the ambiguity that has surrounded our trek. Going forward we need to make sure that we know the status of everyone: what tasks they have, whether or not they are done with them, if they aren’t at a meeting - why not, and to remind them to keep trello updated. With our new communication platform adopted a few weeks ago (GroupMe) there should be no reason why anyone should ever be out of communication about how they’re doing.