***Compilations from the CSA: milestone #1***

**Positives:**

We have a working version of the pots game and it looks great and it works.

A number of you mentioned the amount of face to face time we have both in our teams as well as between teams as being very helpful.

This past month we’ve been doing a lot figuring out how things will work. We need to now take that experience and improve off of that.

**To work on:**

#1 Communication

Communication was mentioned on numerous CSA’s. Some points that I’ve drawn out of the CSA’s.

1. Interdisciplinary communication. I believe liaisons between the programming team and the sound, art, and writing teams have been set up. The different teams should know who to ask, and that liaisons should be aware of decision made that need to be communicated.
2. Record decisions. Every decision made needs to be recorded on the Wiki. This helpful not only to track decision, but so that other teams know what you are doing.
3. Internally. If you are unsure of anything, need help, or have a question please ask your team lead or a team members as appropriate.
4. Meetings: A number mentioned the unproductivity of meetings. I would encourage you to remember the meeting protocol we went over at the beginning of the semester. Have a clear agenda, record decisions, no rabbit trails etc. Make sure only people who need to be in the meeting are in the meeting. Also, keep meeting to the point (and short).

#2 Workload

Several mentioned that they feel the workload is not distributed evenly. This is largely up to the teams leads and I encourage you to be honest with them as to how you are viewing your workload.

#3 Deadlines

A number of you mentioned as a problem the fluidity of deadlines & milestones. This will hopefully not continue, however, it’s very hard to predict how long things will take as it’s the first time we are doing it. Hopefully, now that we’ve made one game we will be better at estimating time.