**Week 4**

**What is going well**

Everyone in our team shows for each meeting on time.

Task is divided up fairly evenly.

Getting stuff done, everyone tries their best to contribute.

Additional meetings for this week.

**What is not going well**

The time zone difference, since half the team is 15 hours ahead.

Work often gets done at the back-end of a sprint, rather than evenly throughout.

Heavy workload from other classes.

**What can be done to improve the process**