**Week 3**

**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.

**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.

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

We should have meetings earlier in the week.

Have a meeting on Monday, rather than combining it with the Thursday meeting