**Lessons Learned**

What went well

* Using Discord for easy communication between team members
* Creating a schedule to keep track of tasks and task due dates. As well as tracking progress made towards tasks to ensure we were on track to finish on time.
* Using GitHub to create a repository that could be shared, so that code could be knowledgeably developed based on the most current version of files.
* Microsoft Sharepoint was very useful for cloud-based, synchronous, document editing and sharing. We found Sharepoint worked better than GitHub for Word, Excel, and PowerPoint file sharing as GitHub doesn’t support viewing these documents from the browser.
* Asking for clarification with the professor/client on requirements when needed
* Being prepared for unexpected circumstances (our ex-team leader dropping the class)
* Dividing the work and making sure everybody knew what they were working on, to efficiently complete the work.

Improvements

* Having to adjust to new technologies that some or all team members were unfamiliar with such as, GitHub and Jira
* Asking for clarification of project requirements earlier so we had a more accurate deliverables list from the start
* When we tested the system, we should have included more negative testing. We primarily focused our efforts on positive testing to ensure everything worked as desired, but due to time constraints our negative tests weren’t as comprehensive as the positive tests.