Deliverable M: Team Self Assessment

**Communication and teamwork (25%): Exceeds**

We communicated well and discussed the tasks we needed to complete. We had a weekly time slot outside of class time where we were all free for a meeting making sure we always had at least one day where we could meet. We also scheduled other meetings and work sessions to ensure that we completed all of our work on schedule.

**Application of project management (25%): Exceeds**

With every deliverable we looked at our current project plan and made updates and modifications based on what we’ve done so far and how we think our schedule will change for the next few weeks. Because we updated it so regularly, we were able to set more and more realistic expectations as time went by.

**Quality of the functional prototype (25%): Meets**

The final prototype was fully functional and had the basic customer needs; however, we were not able to complete all the features that we had initially planned to do such as a calendar view and allowing the user to share their reminders with others. We modified our project plan accordingly throughout the whole semester and were able to complete most of the features and produce a final prototype that we are proud of.

**Lessons learned (25%): Exceeds**

The team consistently used what we learned in class about the product development process. Key elements of the development process such as creating multiple prototypes were understood by the team and integrated throughout the whole process. The team developed skills quickly all throughout the term. This includes skills like evenly distributing team work, as well as learning skills such as creating weekly reports. The team learned a lot about being in a group of five members and the importance of consistent communication. A great number of valuable skills and lessons were learned through this project that the team members will carry to future group projects.