Team A's Action Plan

(John A., Leah A., Mike B., Jason R.)

* The one practice the team should continue performing is the weekly SCRUM meetings. These meetings have been looked very favorably upon by the teams members and has been very helpful in deciding; how to approach the code, what tasks will be done, documentation, and has also allowed the team to bond more. The meetings are every Wednesday currently for an hour's time unless more is needed.
* The main practice the team needs to revise is how scheduling works. A few of the teams members have commented on the effort at the beginning of the cycle in comparison to the end. This is definitely an issue since the team cannot rely on getting tasks done last minute. Time needs to be more spread out during these two weeks. The scheduling conflict can be revised by just bettering communication on the scheduling front. If the team wants to make it more established, a chart can easily be done at the teams' first meeting every cycle. Overall, dedicating 15 minutes at the beginning of every meeting towards scheduling would a sufficient way to solve the issue.