







Team Reflections, CMPSC 156, Spring 2025

You will begin seeing the following prompt in your Slack channels once per week:

 **Weekly Reflection Prompt** 

Hey team! It's time for our weekly reflection on contributions and team dynamics. Consider the following things:

- (1) What **factors** does the team think are important in evaluating individual contributions (e.g. size, complexity, scope of various tasks, individual circumstances, etc.)
- (2) Is each of us contributing in a **fair and equitable** way to finishing the work that needs to be done? (including coding, code review and other contributions)?
- (3) Are we holding each other **accountable**?
- (4) Is each of us doing **high quality** work?

To earn credit for this graded participation activity, each team member is required to respond to this post (by **replying on this thread**; click the **Reply in thread** button) with a few sentences that address these points, and then participate in a brief group discussion on this thread (responding to what others have said).

For more info and an example, see: <https://ucsb-cs156.github.io/s25/info/reflection.html>

What you need to do

This prompt will appear once a week on a day chosen by the team (default: Thursday) at 9am.

As explained in the prompt itself, each member of the team needs to make a **reply** to this post on the thread sometime during the day (preferably earlier in the day), and then check back later to read what others have written and engage in some discussion.

The default day is Thursday because we have class that day; this ensures that there's at least one time during the day when you'll all be in the same room and can check in to make sure this gets done. But if you prefer a different day of the week, that's fine (instructions for customizing this appear below).

How this will be graded

Each member of the team will receive a participation grade based on whether or not they contribute to the discussion.

To get credit for participation, you should engage with the prompt sometime between 9am on the day it appears, and 11:59pm that same evening.

By "engaging with the prompt" we mean that *at a minimum* you should make at least one initial reply, and then make at least one follow-up reply after reading your teammates comments. However, we hope for more than the "minimum"—we invite you to really engage in a thoughtful conversation with your teammates.

For full credit, be sure that you reply on the thread, and not in a new "main post" on your team channel; we'll only be looking at the replies to these Slack Bot posts when we give credit for this activity.

We encourage you to write in your own words, and not use generative AI for this exercise—this is a *reflection* exercise to help you and the team *inspect and adapt*, which is the fundamental Agile principle.

Examples

Here is an example of what this might look like.

Suppose that Ahsun, Bobbie, Charlie, Danielle, and Emma and Frank are on a team:

Ahsun: Looking at this week's Kanban board patterns, we made steady progress, and most tasks were completed on time. I noticed that the complexity of work varied. Bobbie handled a large refactor of the database schema, while some of us (including me) had more medium-sized tasks like implementing form validations or fixing UI bugs. Overall, I think the task distribution was fair, though we might want to rotate the more intensive backend work next week.

In terms of communication, our daily standups were consistent, and Slack updates helped clarify blockers quickly. I appreciated how Emma checked in with me when I fell behind on Tuesday. Accountability helped me get back on track and avoid delaying dependent tasks.

Code reviews went well too. I reviewed two pull requests and received feedback on my own. I think we're doing a good job distributing code reviews and taking a deep dive in providing feedback to each other beyond "looks good to me" (LGTM).

As for my personal contributions, I completed three tasks and reviewed two PRs, but I know others handled slightly heavier workloads. I'm happy with what I got done but think I can step up by taking on more complex issues next week. I really appreciate how the team has been supporting one another. It feels like we're learning together and striving for a good balance. I want to recognize Bobbie for taking on a tough feature and Emma for keeping team communication strong.

When will the prompts go out?

By default, the prompts will go out at 9am on four Thursdays:

week 7	week 8	week 9	week 10
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Thu 05/15/2025	Thu 05/22/2025	Thu 05/29/2025	Thu 06/05/2025
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Can we change this to a different day?

Yes! Please consult with your team; if Thursday is not the best day for this, you may choose a different day. You should choose a day when all six team members will have time to contribute to the discussion sometime between 9am and 11:59pm.

To customize the day on which your team does this activity:

- Locate this file in your repo:
`.github/workflows/85-slack-reflection-prompt.yml`
- Find the line that looks like this near the top. The **4** on this line signifies Thursday.
- `cron: "0 16 * * 4" # 9 AM PDT`
- Make a new branch (e.g. `workflow85`), change the value 4 to whatever day of the week you prefer (see table below), and make a pull request.
- Note that if you choose a day other than Thursday, Friday, Saturday or Sunday, it moves the last reflection *into finals week*. Be sure the entire team is on board with that before you change it.

cron entry	day	week 7	week 8	week 9	week 10	Finals Week
0 16 * * 4	Thursday	05/15/2025	05/22/2025	05/29/2025	06/05/2025	
0 16 * * 5	Friday	05/16/2025	05/23/2025	05/30/2025	06/06/2025	
0 16 * * 6	Saturday	05/17/2025	05/24/2025	05/31/2025	06/06/2025	
0 16 * * 0	Sunday		05/18/2025	05/25/2025	05/31/2025	06/07/2025
0 16 * * 1	Monday		05/19/2025	05/26/2025	06/01/2025	06/08/2025
0 16 * * 2	Tuesday		05/20/2025	05/27/2025	06/02/2025	06/09/2025
0 16 * * 3	Wednesday		05/21/2025	05/28/2025	06/03/2025	06/10/2025