***Feedback gathering***

The project gathers feedbacks in 3 ways:

**Immediate feedbacks**: Feedbacks at the end of each meeting.

At the end of every meeting on Fridays, the team will sit together for 15 minutes of immediate feedback. Feedbacks are given to a person, or a group of 2 people, on their specific tasks that are done in the previous week. This feedback comes from two or three people of the group. The aim of the immediately integrate and potentially increase operational activities, for example, methods of working, sources to find information, better time frame for next meeting, etc.)

Feedback flow

**Feedback Loop after each sprint:** After one sprint is finished, the team will use next Tuesday online meetup to give feedback about overall progress of the team, as well as good practices and bad practices. These feedback loops will be more concern with the overall status and strategy for the next sprint. Example of these feedbacks are adjustment in total working hours per week, priotisation of tasks, etc.

**Tracing on communication platforms:** Members of group can reach out others via Whatsapp, Trello and GitHub for other’s opinions and feedbacks. In each of this platform, there is a section of comment, and as the accounts are connected automatically into student’s account, the student will get immediately the notification about feedback as soon as there is one. Feedbacks via this method can be: answering a problem, comments about others’ parts, etc.

***Feedback Integration***

Feedbacks are gathered in Meeting minute as well as communications platforms. In the assumption that the feedbacks are constructive, and all members of the group will adapt according to the feedbacks to have a more efficient working environment, these feedbacks are immediately integrated.

There is always chances to ask for more information about the feedback directly (in the meetings) or indirectly (via communication platforms) like: why others are giving me that feedback, or what can I do to integrate the feedback. By allowing counter-feedback flow, the team is aiming at finding out the real problem as well as the good practices and apply to other situations.