Feedback and reflection on Audit 1

Topics	Feedback	Response and action items
Project outputs	Missing details on integrating subsystems together	- Clarify languages used in subsystems - Clarify subsystem dependencies
	Vague team roles	- Upload team roles from Concept of Operations
	Recommendation to record coding progress	- Record into Progress design and methodology
	Regular/scheduled commits to the repository	- Response: this approach does not meet the dynamics of the team, we believe that goal-oriented commits are more reasonable.
	Goals for Audit 1 have not been met	- Response: goals have been achieved - Action: make achieved goals more traceable/accessible to viewers
	No clear illustration of final product interface	- Create visual representation of final product interface
	Repository is a bit difficult to navigate	- Create README and add links into Progress design and methodology
	Ambitious timeline	- Adjusting timeline based on current progress
Decision making	Formal decision log is missing	- Adding decision log based on meeting minutes
	Team needs more autonomy from client	- Response: during each meeting with the client, we come prepared with proposed approaches, with pros/cons clarified
	Ensure client is aware of one of the crucial decisions made by the team	- Response: the client is actually part of this decision, as he is the one who makes the final call
Teamwork	Better coordination of sub teams due to dependencies on each other	- Further look into internal connections - Keep other sub teams updated regularly - Clearly outline which sub team work can be accomplished either simultaneously or sequentially

	Minimal evidence of communications with the client outside meetings	- Response: we believe 1 meeting with the client every week is sufficient to present work accomplished and to receive feedback. Client also has access to repository to track the team's current progress
	Process behind outcomes/decisions of meeting minutes are not apparent	- Record in Project Design and Methodology file
	Unbalanced team coordination during presentation	- Action: we will prepare at least 1 member from each sub-team to present and answer questions for future Audit
	Seemly unequal resource and time allocation for sub-teams	- Response: we believe the allocations are reasonably fair - Action: more documented detail and clarification of work completed
Communication	lack of communication with tutor	- Response: We can address this issue by drafting a short update each week and forwarding it to the tutor/client
	Losing clear focus during meeting	- Action: initiate a clear agenda before each meeting and stick to it
	enhance communication with clients	- Response: We are having one-hour face-to-face meeting with our client every week, plus email communication. we believe it's reasonably enough communication with our client. - Action: while our client is away, we will set up weekly online video meetings to update the progress
	lack of communication methods within subteams	- Response: our subteams are mostly formed by 2 or 3 students. The communication between each sub-team is usually done by conversation between individuals. - Action: more documented detail about communications within subteams.
	late updation of daily meeting log (because he didn't see 20/3's meeting log, which is the date of tutorial)	- Response: We do have a particular team member taking care of all the documentations, including daily meeting log.
	Facebook messenger conversations are not easy to grade	- Action:: Record key decisions/ideas communicated through meeting logs or other traceable document

	landing page not informative	- Reponse: our landing page is till under updation and we are adding more information about our project - Action: add more descriptive sections to introduce our project
Tutor's Feedback	Vague value contribution	- Action: add value contribution in terms of milestone achieved
	not clear about how to achieve the low-cost tech-transfer	- Action: provide receipts or purchasing record to prove the low cost of our product.
	lack of team coordination during presentation	- Action: we will let each sub-team member to answer questions regarding with their subteam
	lack of testing matrix for the the prototype	- Action: design a testing matrix
	lack of client's feedback and his contribution to the design process	- Action: we may work on a new section, which highlights our client's reflection, in each meeting log with our client.