

Audit 2 Reflection

Status Key: Backlog In Progress Complete

Feedback	Reflection and learning	Changes to make	Status
The team has made significant progress in terms of output. One improvement would be to update the user story map to show the user stories that generated each task.	It's not clear which stories in the USM link to which tasks	Reference the USM story number on the task board	In Progress
Outputs and documentation give excellent value to stakeholders, particularly the user story map and screen designs. A new statement of work was uploaded but it has not been re-signed. It is important to make sure that key stakeholders are made aware of changes and their agreement to those changes has been published.	SoW needs to be signed before audit	Sign Statement of Work	In Progress
The team have produced a great deal of output and the client deems it as very valuable. The way we presented this in the audit make it easier for stakeholders to understand how much work we were producing each week and we simple to understand. I recommend the team reflect on how this new form of presentation went and ensure they continue to follow a similar format in the future.	Evaluate whether the new presenting experience worked for us, and why it did or didn't work	Create decision in decision poll on whether new format worked	In Progress
Landing page is informative and comprehensive with a high level of abstraction that allows me to quickly access key project artefacts. FAQ is a nice touch. Actual example of how the product could be used (as per audit q) could be incorporated into repository. // // // Prototyping functionality for client feedback is good, and design artefacts are well selected and developed with a justified level of effort for the value they will provide. You have done the foundation work for a smooth	Example of product use not clear, traceability could be better, monitoring risks now that we've identified them.	Create product use example in readme, consider traceability, risk management and acceptance criteria	Backlog

<p>project and well architected outcome. Well done. // // // // There is some traceability in your repository, but think about further opportunity to “Close the Loop” so that things can be traced from source to output/resolution. Traceability also enhances your ability to conduct impact analysis, which is an important to issue and change management. // // // // Risk register is focused on identifying and assessing risks, and now needs to include plan for monitoring them and managing their lifecycle (including closing them if they have been mitigated, moving them to an issue if they actually occur, etc). // // // // USM is great to see and you described it as a good tool for “staying on track”. Now you need to think about using the USM as a project driver by aligning it with your Board. A story in the USM is in the backlog, gets included in a Sprint. The board can contain the story, or individual tasks to implement it (with link back to the User Story) depending on how allocated. Write acceptance criteria to drive testing. As you can see, lots of traceability can be established. It is also a great parking lot to acknowledge future functionality and capture discussion on it. // //</p>			
<p>The team has made significant progress in documenting all decisions made. However, it would be very useful to see why a certain option was decided on as it may help future development teams.</p>	<p>It’s not clear why a certain decision was chosen</p>	<p>Add reasoning or discussion in decision log</p>	<p>Backlog</p>
<p>Decision making process appears sound and effective. I really like your slack poll setup. Is it your intention that a future team would have access to your slack records? If not, you need to think about what is in there that should be extracted into the decision log. // // // // Decision log – great that you have done one.</p>	<p>Our change process isn’t clear enough</p>	<p>Consider making a change management system</p>	<p>Backlog</p>

<p>Could probably be made much more effective in a table and need to see the reasons for the decision (not always included in the Slack record). Also link (trace) to appropriate background and research. // // // // Also, think about formalising Change Management. When asked a question relating to managing change you talked about re-evaluation and discussion and you talked about reflecting it in the doco and updating the USM. Basis for change should be well informed decisions, which are dependent on impact analysis (requiring traceability - see Outputs. Mitigating the risk of scope change through research and investigation is good, but change will still occur, and a managed rather than ad hoc approach is needed. // //</p>			
<p>The team is working very efficiently to achieve project goals. Your issue board and burndown chart are both excellent ways to manage and keep track of your pace and output. Your team charter outlines a good system of commitment, and will be valuable in the event of conflicts. One way to improve your teamwork would be to make your team roles slightly less rigid, focusing more on individual skills to assign particular tasks than to assign a group of tasks to someone based on a broader categorisation.</p>	<p>Team role flexibility isn't clear</p>	<p>Include explanation of flexibility in readme</p>	Backlog
<p>As mentioned by Tim in his summary of the audit presentations, it was wonderful to see most of the team on camera throughout their presentation, an indication of professionalism as a team. // // // // Good team charter. By creating this you have mitigated some inherent project risks, and you may never actually be able to measure the value it provided as the risks have been prevented. However, I assure you it is a</p>	<p>Team meeting discussions don't have traceable follow-up actions</p>	<p>Consider implementing system to help with traceability for team meetings</p>	Backlog

<p>worthwhile contributor to being a high performing team. Great to see the coverage across multiple roles. // // // //</p> <p>Some great management tools for both the project conduct and the software development outcomes, including the Project Board (with time spent incorporated), and the burndown chart. Once again these are things that mitigate inherent project risk, so while they consume hours they are worthwhile. Good Tutor meeting attendance but would like all team members to speak. Team appears to be well organised and cohesive. // // // //</p> <p>Team meeting minutes are capturing important discussions and decisions. What is your process for following up actions from a team meeting? Where are actions allocated and how can I trace to their completion? // //</p>			
<p>Team sensible seems to be working well together as shown through the creation of the team charter and communication plan. There also is frequent communication on the slack which shows evidence of good collaboration. As you are starting development soon one suggestion would be to utilize pair programming or something similar so that team members more experienced in react native development can assist/teach members who are not as experienced. In addition the use of feature branches and Pull requests may allow code to be reviewed by team members before being added onto the main branch.</p>	<p>Reflect on programming process, whether some things should be implemented or others should not</p>	<p>Make a decision on how programming processes should be followed</p>	Backlog
<p>Your teamwork seems to be solid and it seems that most people from the team are contributing to your work judging from the commits on your repository. In the tutorials you seem to have 2-3 major voices that do most of the engaging with</p>	<p>Not everyone is getting a go</p>	<p>Make sure everyone is getting a go in tutorials</p>	Complete

us and the tutor which might make it seem like some group members don't know what's going on.			
<p>Good to see new version for the SOW to incorporate feedback and that your changes were formalised with your client. Section 14 is still deficient– what regulatory compliance? Also the answers to questions from Priscilla relating this security and privacy in the audit showed that there is potential to explain/record the basis for your analysis and decision to ignore, and/or address this further. Also in section 15, rather than termination for the SOW upon delivery of the MVP, perhaps you could include stretch goals for if MVP delivered ahead of schedule? // // // //</p> <p>Great to see communication plan and coverage of communication across stakeholders, and inclusion of Audits in the plan. Congratulations on making this audit engaging, informative and effective. Presentation driven with the single slide drilling into project artefacts from your repository was great. Executive summary is useful to providing status updates, but also a good checkpoint for the team. You could state that you are sending this artefact out to the relevant stakeholder groups as part of your communication plan. //</p> <p>// // // Good record of meetings with your client. What about spawned actions from client meetings – how can I trace these? Congratulations on great feedback from your client – about team organisation, flexibility, asking the right questions, and delivering on promise. Start thinking about getting a reference from your client at the end of the project as this sort of feedback is invaluable for demonstrating your capabilities to a potential employer. //</p> <p>//</p>	<p>Take a look at section 14, work on security issues, consider stretch goals. Consider traceability from client meetings</p>	<p>Make decisions on all those aspects</p>	<p>In Progress</p>

<p>Your communication seems to be good judging from your weekly Monday meeting with your client. I can see that you have minutes for your meetings however you are missing an agenda for your client meetings. Be sure to put an agenda there before the meeting along with the minutes to see how the meeting went compared to how you as a team had planned for it to go. It is also a great heads up for the client so that they know what they will be expecting going into the meeting. // // // I especially like the idea of the executive summary!</p>	<p>Meeting minutes from client meetings missing</p>	<p>Make sure all meeting minutes are accounted for</p>	In Progress
<p>Great to see a reflection log (especially that in addition to response, you included reflection and Learning, and status), and great to see some attempt to utilise the value from the feedback provided. Interesting to see that it all comes from Audit 1 feedback. Have you reflected on anything covered/discussed in the tutorials? Was there anything there that cause you to learn and apply? // // // // I was able to manually find (mainly Closed) tasks on your Board that were actions out of your reflection. Please consider establishing a link for quick traceability. // //</p>	<p>Make sure we include what was discussed in tutorials. Consider links for traceability for tasks.</p>	<p>Decision on those aspects</p>	In Progress
<p>The team have a very detailed feedback table as a response to Audit 1. However, there doesn't seem to be any system for actively giving/dealing with feedback within the team itself. Having this implemented would allow team members to voice their concerns and improve processes before they become significant problems.</p>	<p>Self-reflection is important</p>	<p>Consider setting up a self-reflection process</p>	Backlog
<p>The feedback reflection is a very well made artefact, showing well how the team responds to different feedback</p>	<p>Reflection documentation can be a little unclear</p>	<p>Try and make it more clear</p>	Backlog

given. A minor improvement might be to link to things that complete the changes to make (e.g. "Create more visual documentation" -> team created x and y) but overall the document is great.		to stakeholders	
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