

## Audit 1 Reflection

Status Key: Backlog In Progress Complete

Feedback	Reflection and learning	Changes to make	Status
Presentation timing and flow	More practice of presentation is needed	A practice presentation will be made before the actual presentation	In progress
Keep updating the decision log and be sure to let clients know of any significant decisions regarding the project as it is ultimately them who will be most affected by them	Updates of decision log are not transparent enough	More of updates to clients and other stakeholders	In progress
The team's decision-making process is mature and has improved since the last audit, which is great to see. Something that could be improved moving forward would be to figure out how you'd be able to record what you've learned from your decision in a more explicit way. It'd be helpful to have this documented to inform future decisions or to help new developers understand the rationale behind the choices your team have made.	The feedback suggests a more explicit way to show reflection	A reflection form for each member will be needed	In progress
The team communicates with all stakeholders efficiently and effectively. A weekly summary definitely helps external stakeholders understand where the team is at in the project. I would recommend the team add an "issues and solutions" section to their executive summary so they can cover all aspects of the stakeholder's needs in the one document	Recommendation to have a new section to executive summary	A discussion needed for new section to be added or not	In progress
The team's communication plan is comprehensive and effective at keeping all of the stakeholders engaged with the project's progress. The use of Piazza to communicate with potential users was also interesting to see. As you move on towards getting the app released, have you considered opening up a more public version of the forums for future users post-release? Furthermore, with the app being MIT-licensed, it may be good to consider moving the app to a platform such as GitHub and opening the app to open source development from anyone who's interested. It may also be good to engage more regularly with the shadow team to keep us actively in the loop, or to open up a more accessible communication channel so that any questions or queries that we've got can be answered.	A suggestion for our gitlab repo transferring to github.	A discussion of transferring to github needed	In progress

<p>The team has done an awesome job at improving their reflection process during this audit. Not only have they taken into consideration the feedback from the previous audit, but they have also been able to show their general reflective process every week, including in meetings and when making decisions. I recommend the team continue to reflect on all aspects of the course often and suggest they add a column to the decision log which details how they reflect on decisions after experiencing the effect of each decision for a couple of weeks.</p>	<p>A suggestion for the team to have a reflection on effect of decisions made</p>	<p>A discussion is needed for the team to decide whether a new column needed for reflecting on the decisions</p>	<p>In Progress</p>
---	---	--	--------------------