

Reflection 1 – Audit 1 part 1

Date: 10th March 2021

Recorder/Organizer: Yuliang Ma

Today our project team accepted the first project review, and we have not received any feedback from the shadow team yet. However, judging from the feedback given to us by the teachers at the review meeting, we have the following problems in the Audit 1 stage:

1. The visual materials of this group were not adequately prepared in the audit 1 presentation meeting. Many other groups have adopted a combination of presentation and PPT presentation methods, but our group just showed the landing page and explained it. At the same time, our landing page has too much text and lacks pictures and tables that viewers can visually see. This problem may weaken the efficiency of our expression to a certain extent.
2. Our documents are not sufficiently prepared. What I must record here is that on the day before this audit meeting, we met with the client for the first time and discussed in detail the various details of the project's start-up phase. However, we have not been able to fully and comprehensively reflect these finalized matters in our documents, but only reached an oral consensus among the team members. The key points lacking in these documents are:

- (1) A detailed analysis of the client's company's business environment: In the first edition of the manuscript, we only mentioned a company with similar business content to the client's business, but this was not detailed enough.
- (2) The work boundary and project schedule between the project team and the customer's other technical teams: in the discussion with the customer the day before, we learned that the technical team will develop a project together with the customer's other four teams app, and the part that this team is responsible for is the artificial intelligence algorithm part of video analysis and processing. The customer's overall development process will be divided into two major stages, each of which lasts 4 months, and the team will participate in the first stage of work. At the end of the first phase, the client asked us to submit the Beta version of the app. The first stage is divided into four stages, each stage lasts for four weeks, and the client requires us to submit deliverables after each stage. But the client also mentioned that because our project is a part of the entire app development project, he needs to coordinate with his chief engineer before assigning us specific mission goals. This will take 2-3 days, so in this review meeting, we have not been able to show a complete schedule. At the same time, our team believes that we have not fully described these situations in the document and explained clearly to the teachers. This has caused teachers to be confused about the content of our work.
- (3) Team role assignment: Similar to the previous point, due to the failure to get a

detailed description of the work content, the team division of the team has not been completed, which also caused confusion among the audience.

- (4) Project risks and work constraints: We have not yet analyzed the challenges that this project will encounter in the process of advancing. At the same time, although we mentioned some ethical constraints and available resources in our work in the document. But teachers seem to be skeptical of the adequacy of this information, so we need to continue to enrich this information.

Corresponding from the improvement plan:

1. Prepare for visualization materials in future presentations.
2. Through independent research, improve the analysis of the client company's business environment, project risks and work constraints in the repo.
3. Continuing in-depth communication with customers, obtaining user requirements documents as soon as possible, and specifying the project schedule and team division plan accordingly.
4. Rewrite the SOW and clearly define in the document that the task of the project team is related to the development of video analysis algorithms.