

### Reflection 3 – Audit 2

Date: 4<sup>h</sup> Apr. 2021

Topic	Feedbacks	Response and action items
<b>Outputs</b>	<ol style="list-style-type: none"><li>1. Presentation skills can be improved. Especially length and fluence.</li><li>2. Promising technical approaches need to be further discussed.</li><li>3. Updated SoW has not been signed off.</li><li>4. Needing to introduce a method to track the progress.</li><li>5. Lacking user stories and quality criteria/ Unclear user stories.</li><li>6. Lacking clear risk management.</li><li>7. Documents have grammars mistakes.</li></ol>	<ol style="list-style-type: none"><li>1. Need more practice and to keep more preparing time for the next presentation.</li><li>2. Discussing about the technologies again.</li><li>3. The issue has been solved. Client has signed the new SoW.</li><li>4. Adding status report according to the timeline in the repo.</li><li>5. Adding user stories and quality criteria regarding to both technical and untechnical aspects.</li><li>6. Adding risk management in the repo.</li><li>7. Correcting all grammar mistakes in the repo.</li></ol>
<b>Decision making</b>	<ol style="list-style-type: none"><li>1. Not clear documenting the communication with the client.</li><li>2. Not clear about how every specific decision was made according to the documented decision process in the team charter.</li><li>3. Decision log is not detailed enough.</li></ol>	<ol style="list-style-type: none"><li>1. Adding client conversation log in the repo.</li><li>2. Documenting for every specific decision-making process in more details.</li><li>3. The solution of this issue is the same as the above one.</li></ol>
<b>Teamwork</b>	<ol style="list-style-type: none"><li>1. Not clear to see workload distribution.</li></ol>	<ol style="list-style-type: none"><li>1. Adding working log before the Audit 3.</li></ol>

<b>Communication</b>	<ol style="list-style-type: none"> <li>1. Need to enhance client engagement.</li> <li>2. Elevator pitch is good enough.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continuing to communicate with the client and try to get the contact of the deputy person of the client as he mentioned before.</li> <li>2. Doing more research of elevator pitch and trying to perform better next time.</li> </ol>
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