Reflection 2 – Audit 1 Final Part
Date: 17th March 2021
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Topic	Feedbacks	Response and action items
Outputs	1. Spelling and grammatical errors in the document 2. Too many words, too few diagrams on the landing page 3. The content of the document overlaps with the introduction of the techlauncher project 4. Risk management is not detailed enough 5. Project timeline is not detailed enough 6. Project deliverable is not detailed enough 7. Competitor analysis is not detailed enough 8. The description of the final output of the project is not precise enough	1. All documents need to be proofread to correct errors 2. The text in the landing page should be streamlined and graphics should be added 3. paraphrase the overlapping parts with the techlauncher project introduction of our documents 4. Explain the risk management part in detail 5. Explain the project timeline part in detail 6. Explain the project deliverable part in detail 7. Explain the project deliverable part in detail 8. The document should clearly reflect the final goal: a python project that can input videos and classify them according to the given labels
Decision making	1. Cannot see the process of our decision making. 2. Not sure about the way of deciding 3. Ensure the client is aware of the crucial decisions made by the team.	1. Record reason and how the decisions are made by the team in the meeting minutes. We should include the record of decision making in the repository. 2. Making decisions through communication and voting. 3. The client is part of this decision, as he is the one who makes the final call.

Teamwork	1. There is no record of our teamwork. 2. The tasks assigned to each team member are not clear. 3. The team charter is unclear.	1. Record each team member's function in the meeting minutes. 2. Add work records for each team member in the repository. 3. Set a weekly meeting time and meeting tool in the team charter. Add team roles in the team charter.
Communication	1. Although there has been communication with the client, it is not reflected in the document 2. Communication with the client can only be done through email, sometimes the communication efficiency is low 3. Insufficient communication with tutor	1. The client meeting should be recorded in detail separately in the meeting minutes 2. We should confirm with the client about the time of regular online meetings and seek tutor's help when necessary 3. When encountering difficulties that are hard to solve, such as difficulty in communicating with the client, do not wait blindly but seek help from tutors in time. Make full use of the tutorial and report the progress of the project in time.