Reflection 1 – Audit1

Date:28 Aug.2021

Topic	Feedbacks	Response and action items
Teamwork	1. Lacking task management tools such as Trello, Jira which can be used to track the progress of tasks clearly. 2. Analysis of team members' skills and characteristics is important for task assignment.	1. Using Jira as our task management tool to help us better manage our work log and accounting for our time, which also enable stakeholders to observe the assignment of tasks. 2. Updating the team charter about team members' skills, clarify the role of each team member in the team and the skills they are good at.
Output	1. Refined metrics of risk are dubious. 2. Details of risk management and constrains need to be optimized.	1. Switching refined metrics to levels, high, medium and low. 2. Tracing risks by specific activities or numerical labels. 3. Explaining specific activities when risk happened. 4. Updating risk and constraints table with project development. 5. Adding information about current status of constrains. 6. Adding activity information to control constrains.
Communication	1. Project client map is not in the repository. 2. All stakeholders having	1. Uploading project client map into the repository. 2. Adding shadow teams

	an impact to our project should be acknowledged.	and tutors as stakeholders in our sow.
Reflection	1. We should improve our shortcomings based on the feedback from the shadow team and tutor.	1. Creating a reflection log to record the feedback we received and discuss about our solution regarding those feedbacks and action items.
Decision Making	1. The decision log should contain more decisions being useful for future development or maintenance teams rather than decisions about project management.	1. Updating decision log and focus on the decisions about the obstacles we met in the process of development.