

Mid-Term Break Week1

Description	Feedback or Reflection from	Decision and activities
Your 'TODO' list appears to be too short.	Shadow Team	We will think about the work that needs to be done a few minutes before the start of the meeting and do it twice a week.
Add our shadow team into the project repo	Shadow Team	With the consent of the client, we will give the reading permission of our code repository to the shadow team.
Story points are allocated in Fibonacci sequences, so 1,2,3,5,8,13... maybe you guys could adopt this convention on your troll board as well?	Shadow Team	In fact, according to tutor and shadow, our opinion translates the story point into actual working hours.
The decision log could be more explicit about the process behind the making of larger decisions	client and shadow team	Organize the feedback received and arrange for specific people to resolve it.
we should filter the feedback which could be unusual	Shadow Team	Analyze and simplify feedbacks to remove useless ones before the reflection section
we may integrate the ongoing improvements into Trello board in some way to give greater visibility to the issues discussed	Shadow Team	We will display our detailed ongoing improvements in the Trello Board in a more timely and clear manner.
It would be good to see more self-reflection in these logs, given that the team is using Agile sprints and (should be) performing sprint reviews.	Client	We will increase the quantity of reflection and improve its quality, and we will specifically reflect on each sprint in the future.
Ask more questions of the project you are the shadow for.	Tutor	We will get closer to the shadow team to learn more about their project and get their timely feedback on our project.

More constant active communication with the tutor would be better	Tutor	Apart from the tutorial session, we are going to communicate with our tutor more actively by email or face-to-face method.
We could keep a copy of any “trace evident” in any form and record verbal agreement.	Shadow Team	We will document the important information in the communication with our client to avoid potential misunderstandings in the communication process.
Meeting minutes of client meeting should also be published.	Client	We will announce our meeting minutes in a timely manner in the future.
Although we communicated every day, we used the informal communication software Wechat, which is not conducive to summarizing the files. We should use the Slacks requested by client more and communicate more with client.	Our team	We will use Slack more frequently as our primary communication tool, especially when discussing some project-related issues
Need to be very clear with clients to make sure they understand exactly what you’re asking	Shadow Team	We will document important negotiations with client to avoid misunderstanding after checking by both sides
meeting minutes are not very detailed	Shadow Team	we will write meeting minutes in a more clear and explicit way while including more details
we’d better perform any of the actual work as a group	Shadow Team	We will make the front-end and back-end work more closely and coordinated, combining a clear division of labor and whole team's wisdom at the same time.
it’s not hugely clear how you’re working together beyond your slack	Shadow Team	We will use slack more frequently rather than WeChat to show our team working.

<p>You could improve your decision-making process by reducing the length of your sprints.</p>	<p>Shadow Team</p>	<p>Now, it is not easily feasible for us to adjust the length of sprint. Instead, we will focus on the quality of each sprint in order to achieve the corresponding expected output.</p>
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