

Mid-Term Break Week1

| Description | Feedback or Reflection from | Decision and activities |
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| 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. |

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| 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. |

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| <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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