**Project Retrospective**

**CITS3200 Group 38**

**Purpose**

The purpose of this document is to reflect on the Global Mobility and Climate Vulnerabilities: OCR project as it currently stands to assess the project’s progress and plan steps going forward to address challenges and improvements required to meet the goals of the project.

The software team will demonstrate the project as it currently stands to the Client in a demonstration meeting, where the minutes will record the team’s and Client’s thoughts about the system.

The second part records the team’s thoughts (without the Client) about how the project is progressing versus the goals that were set, in particular, how the project is progressing in regard to the timeline proposed in the team’s timesheet.

**Part 1: Demonstration and Client Feedback**

**System Demonstration** – The team will demonstrate the system as it currently stands to the client

**Client Feedback** – The team will then ask for feedback from the client, in particular:

1. Client’s overall thoughts about the system
2. Do the current features implemented meet your expectations?
3. Are there features or functionalities that are missing from the system as it stands?
4. Are there aspects of the system that you feel are too complex or look too difficult to use?
5. As the project progresses what are your highest priorities?
6. Suggestions for improvements

**Team’s Thoughts** – During the meeting the team will also record their thoughts about the system, in particular:

1. Team’s overall thoughts about the system and progress
2. Current challenges faced in the development on the software
3. Plan to address Client feedback moving forward

**Part 2: Team Reflection** – Following the demonstration meeting where the team will record the Client’s feedback, the team will record their thoughts about project progress (without the Client)

**Team’s Thoughts About Project Progress**

**Evaluation of Progress Versus Expectations from Timesheet**

1. Discussions of Expectations
2. Observations
   1. What went well
   2. What did not go well
3. Discrepancies
   1. Identification of discrepancies
   2. Suggested reasons for discrepancies
4. Improvements to be Made

**Process Going Forward**