**Audit Checklist**

* Ask each member what role they completed, and what they work they accomplished (in addition to their objective and the end result that they completed)
* Check that all require documents are present, and completed
* Ensure documents are in English language
* Ask what order they completed each step in (ensure correct order, and work was completed when it was supposed to be)
* Check if there is agreement or disagreement among the auditee group
* Ensure that the product matches the requirements given
* Make sure that each member of the auditee group was able to contribute ideas and feedback