

Lessons Learned

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Process Group	Start Doing	Stop Doing	Continue Doing
Initiating	-Read and understand all requirements -Ask questions immediately	-Overthinking	-Identifying stakeholders
Planning		-Scope creep	-Determining requirements from stakeholders -Setting deadlines for each deliverable
Executing	-Ask questions immediately	-Over analyzing -Procrastination	-Weekly meetings
Monitoring & Controlling	-Change control process		-Managing scope -Weekly meetings -Check on group progress during meetings -Motivation/ support system - Feedback from the professor
Closing	-Practice presentation -Invite stakeholders to presentation day		