



# Project Audit – Behaviorally

(May 2023)

## Audit Details

Project Name	Behaviorally
Audited On	17/05/2023
Audited By	Vishnu Kyatannawar Sai Prashanth Kona Sanjana Yamawar Lakshman P
Project Managers	Shubham Kumar Jha Sai Manohar P
High Priority Action Item Report	20/06/2023
High Priority Action Item Score	100%
Medium Priority Action Item Report	10/07/2023
Medium Priority Action Item Score	50%

## Audit Action Items

Priority	No of Action Items	Review Date
High Priority	11	20/06/2023
Medium Priority	2	10/07/2023

Action Item:	Priority	Status	Comments
Move task statuses to "Done."	High	Done	Verified-Done
Close any projects that are no longer active.	High	Done	Verified-Done
Mark all inactive projects as "Short Closed."	High	Done	Verified-Done
Close all tasks within the "Short Closed" projects.	High	Done	Verified-Done
Review the weekly billings of team members.	High	Done	
Ensure API documentation, architecture diagrams, database documentation, and Postman collections are available for all applications.	Medium	In Progress	<b>We have finished for below applications/projects</b> Kiwi Filed Automation RespDB PowerBI Reports Image Library  Below are the pending once which we are targetting to finish by 10 July Merlin Behaviorally Automation
Maintain proper commit message and pull request (PR) conventions.	High	Done	Started doing this since June 7 <a href="https://github.com/behaviorally/merlin-api/pull/66">https://github.com/behaviorally/merlin-api/pull/66</a>
Protect the master branches of all repositories.	High	Done	Done <a href="https://github.com/behaviorally/merlin-portal/settings/branches">https://github.com/behaviorally/merlin-portal/settings/branches</a>
Integrate linting for all repositories.	Medium	In Progress	1. Done for kiwi 2. Rest of the PHP projects have old PHP versions so, its difficult to have lint 3. TODO for python projects - will have some progress by the deadline
Perform squashing of PRs when merging.	High	Done	Started doing this since June 7 <a href="https://github.com/behaviorally/kiwi/commits/test">https://github.com/behaviorally/kiwi/commits/test</a>
Remove unnecessary branches that are no longer in use.	High	Done	Started doing this since June 7. Informed team as well.

Close PRs with comments when they are no longer needed.	High	Done	Started doing this since June 7. Closed a few and added label of on-hold for a few.
Maintain a PR checklist.	High	Done	Maintaining auto populated checklists for all the active projects since June 7

## High Priority Action Item Report

Date: 20/06/2023

Priority	No of Action Items	Action Item Completed
High Priority	11	11
Medium Priority	2	0

Action Item:	Priority	Status	Comments
Move task statuses to "Done."	High	Done	
Close any projects that are no longer active.	High	Done	
Mark all inactive projects as "Short Closed."	High	Done	
Close all tasks within the "Short Closed" projects.	High	Done	
Review the weekly billings of team members.	High	Done	
Ensure API documentation, architecture diagrams, database documentation, and Postman collections are available for all applications.	Medium	In Progress	<p><b>We have finished for below applications/projects</b></p> <ul style="list-style-type: none"> <li>Kiwi</li> <li>Filed Automation</li> <li>RespDB</li> <li>PowerBI Reports</li> <li>Image Library</li> </ul> <p>Below are the pending once which we are targetting to finish by 10 July</p> <ul style="list-style-type: none"> <li>Merlin</li> <li>Behaviorally Automation</li> </ul>
Maintain proper commit message and pull request (PR) conventions.	High	Done	<p>Started doing this since June 7</p> <p><a href="https://github.com/behaviorally/merlin-api/pull/66">https://github.com/behaviorally/merlin-api/pull/66</a></p>
Protect the master branches of all repositories.	High	Done	<p>Done</p> <p><a href="https://github.com/behaviorally/merlin-portal/settings/branches">https://github.com/behaviorally/merlin-portal/settings/branches</a></p>
Integrate linting for all repositories.	Medium	In Progress	<ol style="list-style-type: none"> <li>1. Done for kiwi</li> <li>2. Rest of the PHP projects have old PHP versions so, its difficult to have lint</li> <li>3. TODO for python projects - will have some progress by the deadline</li> </ol>
Perform squashing of PRs when merging.	High	Done	<p>Started doing this since June 7</p> <p><a href="https://github.com/behaviorally/kiwi/commits/test">https://github.com/behaviorally/kiwi/commits/test</a></p>

Remove unnecessary branches that are no longer in use.	High	Done	Started doing this since June 7. Informed team as well.
Close PRs with comments when they are no longer needed.	High	Done	Started doing this since June 7. Closed a few and added label of on-hold for a few.
Maintain a PR checklist.	High	Done	Maintaining auto populated checklists for all the active projects since June 7

## Medium Priority Action Item Report

Date: 20/06/2023

Priority	No of Action Items	Action Item Completed
High Priority	11	11
Medium Priority	2	1

Action Item:	Priority	Status	Comments
Move task statuses to "Done."	High	Done	
Close any projects that are no longer active.	High	Done	
Mark all inactive projects as "Short Closed."	High	Done	
Close all tasks within the "Short Closed" projects.	High	Done	
Review the weekly billings of team members.	High	Done	
			<b>We have finished for below applications/projects</b> Kiwi Filed Automation RespDB PowerBI Reports Image Library  Below are the pending once which we are targetting to finish by 10 July Merlin Behaviorally Automation  Vishnu: 10th July is done did we finished these? <b>Shubham:</b> Yes all the documenations are done for the listed projects
Ensure API documentation, architecture diagrams, database documentation, and Postman collections are available for all applications.	Medium	Done	
Maintain proper commit message and pull request (PR) conventions.	High	Done	Started doing this since June 7 <a href="https://github.com/behaviorally/merlin-api/pull/66">https://github.com/behaviorally/merlin-api/pull/66</a>
Protect the master branches of all repositories.	High	Done	Done <a href="https://github.com/behaviorally/merlin-portal/settings/branches">https://github.com/behaviorally/merlin-portal/settings/branches</a>

Integrate linting for all repositories.	Medium	In Progress	<p>1. Done for kiwi</p> <p>2. Rest of the PHP projects have old PHP versions so, its difficult to have lint</p> <p>3. TODO for python projects - will have some progress by the deadline.</p> <p>Vishnu: Please plan this and give a date</p> <p>Manohar: We will get the python project to CI by middle of August. Can have review then.</p>
Perform squashing of PRs when merging.	High	Done	<p>Started doing this since June 7</p> <p><a href="https://github.com/behaviorally/kiwi/commits/test">https://github.com/behaviorally/kiwi/commits/test</a></p>
Remove unnecessary branches that are no longer in use.	High	Done	<p>Started doing this since June 7. Informed team as well.</p>
Close PRs with comments when they are no longer needed.	High	Done	<p>Started doing this since June 7. Closed a few and added label of on-hold for a few.</p>
Maintain a PR checklist.	High	Done	<p>Maintaining auto populated checklists for all the active projects since June 7</p>