In Week 12, my team and I prepared a presentation, facing challenges in effectively communicating our ideas and collaborating. Initially, our communication was disjointed due to another important assignment, delaying our division of tasks until a week before the presentation. This left us insufficient time to organise our work. Although we scheduled a second meeting, the late timing and lack of specific goals hindered our ability to efficiently distribute tasks, which affected our preparation process.

This situation shows the importance of organization and effective communication within the team. Our lack of structure and milestones created confusion. As the team leader, I failed to establish a timeline, leading to inefficient meetings and wasted effort. Without clear goals, team members struggled to focus because they did not know what was required of them.

Another issue was my tendency to take on tasks assigned to others. Anxious and stressed about the impending deadline and lack of progress, I completed parts of my teammates. Initially, team members contributed quickly, but when they saw their contributions being redone, they became frustrated. They likely felt disempowered and less motivated to participate, and decreasing their engagement. This imbalance affected team morale, and my actions created a dependency where teammates felt it was acceptable not to be actively involved. This led us to complete the presentation slides only on the morning of the presentation. Our lack of timely collaboration and task distribution caused unnecessary stress and a rush.

This experience has given me a new understanding of the role of organization and communication in team projects. I learned that setting clear goals and milestones is essential to ensure efficient use of time. The situation could have been more positive if I had established a timeline and delegated tasks, allowing each team member to contribute meaningfully. I need to develop skills in project planning, delegation, and maintaining open communication to handle similar situations better in the future. Additionally, I could have encouraged more active participation where everyone felt their contributions were valued.

If the same thing happens again, I would establish a clear project timeline from the start, breaking down large tasks into smaller ones and setting specific deadlines for each task. I would also focus on effective task delegation, ensuring that every team member understands their responsibilities and focuses on their role. I will enrol in a project management unit next semester and practice in smaller projects during the second semester to develop the necessary skills. To ensure I act differently next time, I will regularly organise feedback meetings to monitor progress and adjust plans as needed. I believe I can achieve more successful outcomes in future team projects.