# Weekly Reflection Template

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| **Name: Walid Graihim** | **Date: 26/02/2025** |
| **Individual objectives for this week:** | **Evaluation of performance:** |
| * Ensure the final version of the A6 Marketing Strategy document is submitted. * Confirm that all marketing and branding materials (logo, mission statement, website elements) are finalized. * Review and test the company website, ensuring that all content aligns with business-focused messaging. * Prepare for the second client meeting next week by reviewing feedback from the first meeting. * Coordinate with the team to ensure we have a clear presentation plan for the client meeting. * Provide input on A8 self and peer assessments, reflecting individual and team contributions. * Finalize website documentation (including screenshots, wireframes, and justification for design choices). | This week, I successfully completed and finalized the **A6 Marketing Strategy document**, ensuring that all **branding, corporate identity, and promotional strategies** align with the business-focused direction of My Software. Additionally, I worked on **website refinement** to remove project-specific details and improve **the clarity of My Software’s digital solutions**. I also collaborated with the team to ensure that our **corporate identity, marketing outreach, and zero-budget strategy** are well documented for submission.  I started preparing for **the second client meeting next week**, making sure we are aligned with feedback from the first meeting and that our **presentation highlights our business strengths effectively**. |
| **Individual objectives for next week:** | |
| * Finalize presentation materials for the second client meeting, ensuring clear communication of our business solutions and progress. * Coordinate with the team to structure a well-prepared client consultation session. * Ensure the website is fully functional and accessible, with proper navigation and branding before presenting it to the client. * Address any client feedback and refine our marketing strategy or website accordingly. * Assist in finalizing A8 self and peer assessments, ensuring fair evaluation of contributions. * Ensure that all submission files are correctly formatted and ready for final review. | |