# Weekly Reflection Template

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| **Name: Walid Graihim** | **Date: 11/02/2025** |
| **Individual objectives for this week:** | **Evaluation of performance:** |
| * ***Finalize and practice the initial pitch for the project.*** * ***Assist in structuring the presentation to ensure clarity and professionalism.*** * ***Work on identifying key questions to ask the client to gather useful feedback.*** * ***Contribute to the project plan and requirements documentation by reviewing marketing-related needs.***   ***Participate in the supervisory progress meeting and review updates with the team.*** | * *This week, I contributed to* ***finalizing the initial pitch*** *and ensuring the marketing section was well-represented.* * *I helped refine the* ***client questions*** *to ensure we collect valuable insights on branding and engagement strategies.* * *I collaborated with the team to* ***review and adjust the project plan****, ensuring that marketing objectives aligned with development timelines.* * *Communication improved, but I could have been more* ***proactive in the project planning session*** *to clarify marketing-related dependencies.*   *Next week, I will focus on* ***documenting the marketing approach more effectively*** *and ensuring marketing elements are well-integrated into the final project materials.* |
| **Individual objectives for next week:** | |
| **Improve documentation of the marketing strategy and outreach plan.**  **Ensure client feedback is incorporated into marketing and branding decisions.**  **Assist in updating the project plan based on any new requirements.**  **Coordinate with the team on upcoming deadlines and marketing deliverables.**  **Continue refining the final presentation materials for clarity and impact.** | |