# Weekly Reflection Template

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| **Name: Walid Graihim** | **Date: 04/02/2025** |
| **Individual objectives for this week:** | **Evaluation of performance:** |
| **Assist in preparing the PowerPoint presentation for the NHS client meeting (Task A7).**  **Ensure that all marketing-related slides are structured effectively and visually engaging.**  **Collaborate with the design team to integrate branding and identity elements into the presentation.**  **Improve communication with the team to stay updated on expectations and project progress.** | *This week, I focused on* ***enhancing the PowerPoint presentation*** *by refining the marketing slides to align with our strategy.*  *I worked on* ***ensuring brand consistency****, collaborating with the design team to integrate logos, colors, and key messaging effectively.*  *I contributed images and visual elements to* ***improve the clarity and engagement of marketing slides****.*  *Communication within the team improved, but I could have been* ***more proactive in contributing to slide scripting*** *and aligning marketing content earlier.*  *Moving forward, I will ensure that* ***marketing efforts are well-documented and visually appealing for the client presentation****.* |
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| * *Use this space to plan your objectives for next week*   **Finalize and polish the PowerPoint presentation** before the NHS client meeting, ensuring all content is refined.  **Improve marketing slides with better visual elements, structured talking points, and clear branding.**  **Work closely with Zaham (Marketing Support) to refine key messaging and engagement strategies.**  **Prepare responses for potential client questions regarding marketing, branding, and outreach strategies.**  **Ensure that all marketing documentation is well-organized and aligns with the overall project objectives.** | |

***You are required to complete a weekly reflection for each week of the project – you will be required to submit these as part of Assignment 3.***