# Weekly Reflection Template

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| **Name: Syed Zaham** | **Date: 03/02/2025** |
| **Individual objectives for this week:** | **Evaluation of performance:** |
| **Support the development of the NHS client meeting PowerPoint (Task A7) by focusing on optimizing the marketing slides.**  **Ensure that each slide communicates key marketing messages while being visually compelling.**  **Partner with the design team to weave in branding and identity elements seamlessly.**  **Enhance team communication to better align on expectations and project milestones.** | *This week, I concentrated on fine-tuning the presentation by revamping our marketing slides to clearly reflect our strategy.*  *I worked alongside the design team to integrate consistent logos, color palettes, and messaging, which has improved our overall brand coherence.*  *In addition to refining the slides, I produced new visual assets, including a set of sample logos, to offer fresh design alternatives.*  *Although collaboration has improved, I recognize that initiating discussions on content scripting earlier could have boosted our efficiency.*  *Overall, my contributions have strengthened the presentation’s clarity and visual appeal, setting a solid foundation for the client meeting.* |
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| *Finalize and polish the NHS client meeting PowerPoint, incorporating any final tweaks to the marketing content.*  *Enhance the visual appeal of marketing slides with refined graphics, structured talking points, and consistent branding.*  *Collaborate further with Walid to refine our key messages and ensure strategic alignment.*  *Prepare detailed responses for potential client inquiries related to our marketing, branding, and outreach approaches.*  *Organize all marketing documentation to ensure it aligns seamlessly with our project goals* | |

***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.***