# Weekly Reflection Template

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| **Name: Syed Zaham** | **Date: 26/02/2025** |
| **Individual objectives for this week:** | **Evaluation of performance:** |
| Collaborate with the team to help finalize the A6 Marketing Strategy document, ensuring our branding and promotional materials align with our business focus.  Assist in confirming that all marketing and branding assets—such as the logo, mission statement, and key website components—are ready for presentation.  Support the review and testing of the company website to ensure that every piece of content reflects our business messaging accurately.  Work with Walid to incorporate client feedback from our first meeting into the overall strategy and presentation plans.  Contribute to our preparation for the upcoming client meeting by ensuring we have a well-organized presentation plan.  Provide detailed input for the A8 self and peer assessments, reflecting both individual and team efforts.  Help finalize website documentation, including screenshots, wireframes, and explanations for design choices.  Document the functional and non-functional dependencies to clarify our system requirement. | I played an active role in supporting the completion of the A6 Marketing Strategy document, making sure that all elements met our business-focused standards.  I assisted in streamlining our marketing and branding materials, ensuring consistency across the board and a professional finish.  I contributed to the testing of our website, identifying areas where the content could be better aligned with our overall messaging.  By working closely with Walid, I helped integrate key feedback from our first client meeting into our strategy, which has set us on a stronger path for the next meeting.  I also took the initiative to document both functional and non-functional dependencies, which has clarified our technical requirements and improved our project documentation.  Overall, my contributions have reinforced our team's efforts and prepared us well for the upcoming client engagement. |
| **Individual objectives for next week:** | |
| Finalize the presentation materials for the second client meeting, ensuring clear communication of our business solutions and progress.  Coordinate with the team to set up a focused and well-prepared client consultation session.  Verify that the website is fully operational, accessible, and fully integrated with our branding elements before the presentation.  Tackle any client feedback by refining our marketing strategy and website content as needed.  Complete the A8 self and peer assessments with thorough documentation of each team member’s contributions.  Ensure that all submission files are correctly formatted and ready for final review. | |