# Weekly Reflection Template

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| **Name: Syed Zaham** | **Date: 02/03/2025** |
| **Individual objectives for this week:** | **Evaluation of performance:** |
| 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. | I supported the team by finalizing key documentation and integrating client feedback into our branding and website materials. My contributions, including detailing system dependencies, helped ensure our submission was consistent and ready for review. |
| **Individual objectives for next week:** | |
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