**Self-Reflection Letter**

Date: 4 December 2017

To: English 149, Section 10

From: Felix Situ

RE: Self-Reflection Letter regarding Recommendation Report

Introduction

I have started this project without any knowledge regarding our main product, stacklights. My partner, Mark Edin, was the leader of the group and he accomplished many tasks right within the first day. He proposed the stacklights, because he has relationships with the company producing it: C-Labs, and scheduled interviews with its engineers. My partner single-handedly established the focal point of our entire project. Even though he understands stacklights and Brownfields projects greater than me, I refused to sit back and allow my partner to handle everything else, therefore I decided balance the amount of work between us. For example, in our group contract, we agreed that I will handle the rough draft of the proposal, the Memo of Transmittal, and the recommendation report formatting; in which afterwards, we will both proof-read it.

Lesson

This project not only taught me how to write recommendation reports, but as well to take responsibility and being a reliable partner. I initially lacked the knowledge in the project’s topic, but I did not allow that to put me down. I learned that I am a responsible person when I began studying the fundamentals and purposes of stacklights and writing out the rough drafts. My perseverance to contribute to this project was rewarded when my partner offered positive comments regarding my rough drafts.

This experience further prepared me into the harsh future world of engineering. As a Computer Science Major, I fully understand that Cal Poly encourages its students to learn to work independently and to examine the problems and overcome it. My problem with this group project was my complete unpreparedness, however, instead of running, I aimed to accomplish approximately a decent amount of percentage of the project.

I am lucky to have Mark Edin as my partner. Throughout the entire duration, he never once complained about my lack of knowledge regarding the stacklights. This allowed me to communicate with him effectively and we worked on the project together with great synergy. The fact that he never complained gave me the impression that I have done well to earn his respect.