

## **Tanya's Reflection of the Group - 200 words**

**What worked well:** As a group working on our second assignment together, I believe that our communication and organization skills proved to be advantageous once again. We had regular scheduled meetings every week to ask each other questions, discuss our plans and decide what tasks needed to be done. It was easy to get along with one another as we have demonstrated previously that we are able to work really well together as a team.

**What could be improved:** I personally believe that there isn't anything that I could think of that would need improvements. As a team, we've learnt from our previous assignment that we should plan each task within a more realistic timeframe and consider other external factors that may affect our work productivity.

**One surprising thing:** For this assignment, we unanimously agreed upon having 3 meetings per week rather than 2, to track our progress. At first, I was unsure about this decision because it seemed like having multiple meetings in a week can be quite overwhelming, especially when we mentioned in the last assignment that we could possibly improve on managing our time more realistically. I thought it might have been harder to work around these scheduled meetings, however it came to surprise me that calling the girls regularly helped maintain group productivity and work efficiency.

**What we have learned about groups:** Having less time to complete this assignment, I've learnt that time management was the key to helping us maintain focus on our assignment. As we all agreed to conduct multiple meetings every week leading up to the submission date, it made it easier for us to regulate what everyone was doing and made sure that we were strictly up to date. This was extremely helpful and motivating especially since each of us have had an increase in workload and a tighter schedule as we're nearing the end of our first semester at uni.