**PROJECT ID: CONNECTING THE DOTS   
ASST 2: PERSONAL REFLECTION ON TEAMWORK (15%)  
APRIL 2023 SEMESTER**

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| **Class** | T80 |
| **Student Name/ID** | Lim Wee Liang Kelven | S10221788K |
| **Word Count\*** | 248 |

\*The total word count should be no more than 250 words. Parts of the reflection which exceed this limit will not be marked. In-text citations, references and headings are not included in the word count. Failure to indicate the word count will result in a 1-mark deduction.

**Please answer questions in the space below. You can expand the boxes if you need more space. Just make sure you keep to the total word limit of 250 words.**

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| **YOUR INDIVIDUAL TEAMWORK ABILITIES** |
| *Please elaborate on and substantiate your answer with examples from the research phase of the project and feedback received from the mid-point team feedback. Apply teamwork competencies criteria in your answer.*  *Based on the mid-point team feedback received, reflect on ONE**area of strength and ONE area of weakness when it comes to YOUR OWN teamwork competencies****.*** *Analyse how your area of strength and weakness have helped and hindered your team in meeting project goals during the* ***research phase.***  One area which I firmly demonstrated is accountability. I took ownership of my assigned tasks, completed them within the deadlines, and ensured my work exceeded expectations and had high quality and detail. For example, my research for the cause-and-effect analysis of my FDQ was cohesive, and I aided in creating the slides. I attended all team meetings and actively engaged and contributed to discussions.  However, an area of improvement is leadership. There were several instances where we were unsure how to proceed. None stood up and guided the team until the teacher approached us. We were confused about our direction and how to move forward. We could have divvied up the tasks more effectively. 2 of my teammates in Nursing could have performed research for the cause-and-effect analysis; I could have created the survey as a Data Science student; my teammate in Business could have evaluated the effectiveness of current solutions better; and my teammate in Cybersecurity could help in vetting since they are detail-oriented. Having the initiative to guide the team and decide our roadmap can help inspire and motivate my team to perform more competently. |

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| **ENHANCING YOUR TEAM’S DYNAMICS & COLLABORATIVE EFFECTIVENESS** |
| *Please elaborate on and substantiate your answer with examples from your experience so far in doing the project. Apply teamwork competencies criteria in your answer.*  *Identify ONE teamwork competency that you think* ***YOUR TEAM*** *should improve on so that it can be more effective in meeting goals for the remaining project phases.* ***Justify*** *why do you think this is important AND* ***outline some strategies and actions*** *(e.g., allocating roles, establishing team norms, dealing with conflicts, conducting meetings, instilling team values) that* ***YOU*** *can take to help your team improve.*  One area my team should improve is communication. There were several instances where we either ignored messages or replied late. Lacking transparency was one reason why my team lacked alignment. One strategy to improve communication is to acknowledge all our messages within a day instead of simply reading them. This new norm ensures we remain updated and accountable for any tasks. |

\*Teamwork competencies include the following:

**Leadership** – taking ownership and guiding team

**Communication** – clarity and responsiveness

**Accountability** – completion of tasks and attendance at meetings

**Resourcefulness** – ability to troubleshoot problems and overcome challenges

**Openness** - respect and receptiveness of other people’s views and opinions.

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| **Expert**  **A (12 – 15 marks)** | **Proficient**  **B (10.5 – 11.5 marks)** | **Emerging**  **C (9 – 10 marks)** | **Beginning**  **D (7.5 – 8.5 marks)** | **Deficient**  **F (0 – 7 marks)** |
| * Insightful and mature reflection on area of strength and weakness showing in-depth understanding of teamwork competencies criteria. There is a high level of self-awareness and consideration of others’ perspectives with very strong links to team dynamics & collaborative effectiveness. * Strategies/actions proposed to improve teamwork are thorough, thoughtful, and appropriate demonstrating excellent insight into team’s dynamics and overall effectiveness. * Reflection points are thoroughly supported with rich, detailed, and relevant examples from project phases & experience. | * Thoughtful reflection on area of strength and weakness showing good understanding of teamwork competencies criteria. There is a good level of self-awareness and consideration of others’ perspectives with clear links to team dynamics & collaborative effectiveness. * Strategies/actions proposed to improve teamwork are mostly thorough and thoughtful demonstrating good insight into team’s dynamics and overall effectiveness. * Reflection points are mostly supported with relevant and good examples from project phases & experience. | * Adequate reflection on area of strength and weakness showing basic understanding of teamwork competencies criteria. There is some level of self-awareness and consideration of others’ perspectives with an fair attempt to make links to team dynamics & collaborative effectiveness. * Strategies/actions proposed to improve teamwork shows some thought but could be more detailed/relevant. A basic insight into team’s dynamics and overall effectiveness demonstrated. * Reflection points are adequately supported with examples from project phases and experience but may not be detailed and can be generic. | * Reflection on area of strength and weakness is somewhat sketchy and showing superficial understanding of teamwork competencies criteria. There is a low level of self- awareness and consideration of others’ perspectives, and links to team dynamics & collaborative effectiveness are weak or missing. * Strategies/actions proposed to improve teamwork are sketchy and not convincing demonstrating shallow insight into team’s dynamics and overall effectiveness. * Reflection points are mostly not supported by examples from project phases and experience or supported by vague/irrelevant examples. | * There is hardly any reflection on area of strength and weakness showing minimal understanding of teamwork competencies criteria. There is minimal/no self-awareness and consideration of others’ perspectives. * No strategies/actions proposed to improve teamwork OR strategies/actions proposed are perfunctory and lack conviction demonstrating very limited/no insights on team’s dynamics and overall effectiveness. * No examples or irrelevant examples from project phases & experience furnished to support reflection points. |