FIT 1055 IT Professional Practice and Ethics

Assignment 2 :
Specification Research Project

TOPIC1: Ethical Principles + AI System Design

Individual Reflection Report

KIN JIAN XIN
31165087

Group: We Strong

Tutors: Ms Nik Nailah & Ms Aisyah Ruslee

Individual reflections on teamwork processes throughout Assignment 2

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Kin Jian Xin,
Member of We Strong

Introduction

This report is a reflective work on my previous assignment for Research Project "Ethical Principles + AI system design". During the assignment, our group went through several stages of team development based on Tuckman's Model. During each process, our team faced different difficulties that hindered our progress, which may have been the result of some questionable decision making in the group. In this reflection report, I am going to critic on the issues and find out what may have been the best solutions to overcome the difficulties and prepare myself for any upcoming challenges in the future.

Events

Our team is made up of five members, as we did not know each other that well prior to the grouping, we all had a hard time figuring out each other's personality and attitude towards working in a team generally. The problem quickly surfaced when we are asked to choose a topic from the given topics to do our research on. It took us a while until we finally decided on a topic but due to time concerns, we are not able to convince all our members on agreeing on the same topic.

The selection of team leader itself went quite well as all of us were able to identify that one member with superior leadership skills among the others. Besides that, in our first meeting we also did some brainstorming and each of us shared our own ideas regarding the topic. Despite that, our communication remained minimum.

We made the decision to distribute different tasks among us and worked individually, where our work were put together on the second meeting. We were able to find a perfect balance and distributed the workload evenly among the members, but we may have overlooked a critical piece of the puzzle: the lack of communication between the members. Since all of us worked individually, we had an exceptionally hard time merging our work into single piece, for example conflict of points mentioned between the member's work. This resulted in most of us revising our work, the process was definitely frustrating to deal with. The incident did not only delay the overall progress but also indirectly affects the quality of our project. Here we can see the obvious flaw in our group as the lack of communication among the members heavily backfired on us for the first time.

Learning from our previous mistake when preparing the presentation, our coordination between team members has improved drastically. Not only the interactions between members has increased, the 'WhatsApp' group we have created in beginning with in intention for us to have a fast and easy way to communicate has since became a platform where members provide support to each other, rather than just a place for setting a date and time for the team meeting.

With all our members now working together closer than ever, our following tasks which are the presentation recordings and making of project portfolio could not be easier. This was admittedly quite creditable in the functioning and adaptability among the team members. Most of us were able to adjust our pace accordingly to fit in with the team. We were able to complete the work given a few days before the due date with sufficient preparation and exceptional quality.

During the creation of the portfolio, we improved our approach on various aspects. First, instead of distributing the workload evenly among the team members, we instead divided the job into different roles, namely researcher, coordinator and writer etc. Each member only had to focus on the role they were given for example researcher would conduct researches regarding our topic and gather information for the writer to write our promotional article on the blog, designer decorating the website while coordinator and facilitator finds the balance between the former two roles. With this, we were able to produce an excellent project portfolio with everyone's effort combined.

Reflections

At a glance, our team definitely experienced through various stages of Tuckman's model. But things could be much easier if some extra measures were done during the early stages of model to improve our teamwork and ensure a better efficiency when working as team. During the forming stage of the team, instead of jumping straight into making one of the most important decision regarding the entire assignment, which is choosing the topic, our team should conduct some short team building or icebreaking session such as a short chat or game session. This will effectively reduce the psychological gap between each member so that members are more likely to open up and address their ideas toward each topic when discussing about the topics. With this, it is easier to choose a topic where it suits everyone in the team.

Moving on to the storming stage, where one of our worst mistakes were made. Knowing that our team already has communication problems, I still agreed to the proposal where we divide the workload evenly do our work individually then finally merging into one piece only because most of the other teammates has agreed to the proposal. Here, I see a weakness concerning my role as a team member. Instead, I should have pointed out the fact that our team lacks the coordination and communication required to complete the task in that way efficiently. I should then suggest we work on the presentation slideshow together as a team such that everyone works on different sections of the same frame/slide, this does not only provide peer mentoring and checking, but also ensures the team moves at the same pace. Otherwise we could have communicated along the entire process, getting a grasp of what each other was doing, that would also prevent the eventual outcome.

Next is where the team enters the norming stage. After the previous incident, all of us has noticed how teamwork, communication and coordination is a vital part of a team. The overall atmosphere during the meeting had improved remarkably. What was quite praiseworthy in the newly bonded team was the care and support given between the members. One team member once faced difficulties regarding his part and communicated to the group. As a team we then helped him out by giving suggestions on what he should improve in order to overcome the

problem. Also, when one was researching in an area where he is unfamiliar with or one seems to not fully understands a certain part in the topic, no one hesitated to explain to the person in need. I was really touched by the actions and the effort from my team members, even though I did not speak my mind.

Now with the team functioning as it is supposed to be, each team member is well prepared, knows what task each of us has to fulfill and prepares for our own parts satisfyingly, the team now enters the performing stage of Tuckman's model. We are now able to work in an open and trusting atmosphere confidently and effectively produce as a team.

Conclusion

On the whole, I am glad to be able to join and work together with the members of We Strong. I have learned a lot from each of the members for the past few weeks while working on the assignment. Perhaps I still have plenty of room for improvement in terms of a team member for example times where I should point out the problem that other members might not have identified or agreeing on a bad decision made by the majority of the team members only because being afraid of taking the risk of raising a conflict between the members and I, which turned out to be a major mistake. By going through all these peaks and troughs, it helped me to notice that I would have a lot to work on. This motivated me to further improve my soft skills in order to prepare for the professional workplace in the future. If I have a chance to work in a team environment again, I would opt for a change regarding my own role. As a team member, I should take over the responsibility regarding the coordination and communication with other members. I would rather take the risk to have some conflict or disagreements rather than keeping my opinions with myself and leading to a bad outcome.

References

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