|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Team Name:** | SGS2 |  | **Week:** |  |  | 7 | |  |
| **Date & Time:** | 4pm 15/04 & 3pm 18/04 |  | **Venue:** | On Campus |  |  | |  |
| **Member 1:** | Ta Nguyen Anh Thu |  | On time | Late | | | Absence | | |
| **Member 2:** | Truong Thanh Lam |  | On time | Late | | | Absence | | |
| **Member 3:** | To Hao Khang |  | On time | Late | | | Absence | | |
| **Member 4:** | Ngo Giai Hoa |  | On time | Late | | | Absence | | |
| **Member 5** | Nguyen Quang Thach |  | On time | Late | | | Absence | | |

# **BUSM4620 Teamwork Progress Report**

# **Section 1: Meeting Minutes**

## Actions from last meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsible Person | Deadline | Status |
| Working on Innovation Idea Identification and Execution (draft) | Truong Thanh Lam | 15/04/2025 | Done |
| Working on Innovation Idea Identification and Execution (draft) | Ta Nguyen Anh Thu | 15/04/2025 | Done |
| Working on ecosystem description and ecosystem evolution analysis (draft) | Nguyen Quang Thach | 15/04/2025 | Done |
| Working on ecosystem description and ecosystem evolution analysis (draft) | To Hao Khang | 15/04/2025 | Done |
| Working on Innovation Idea Identification and Execution (draft) | Ngo Giai Hoa | 15/04/2025 | Done |

## Updates

* Our team reviewed the updates to the **Ecosystem analysis**, including the development of a BEEP Framework Map (via Miro), a VRIO analysis of the ecosystem. We suggested that the analysis should provide more research and information of blockchain sandbox and tech provider. Key actors were successfully categorized under the BEEP framework domains. Feedback focused on refining the BEEP model by linking the Culture component more explicitly with the Human Capital and Finance domains. It was also recommended to gather more data on NGO initiatives such as events and conferences to strengthen the ecosystem’s context. The goal remains to ensure all elements logically support the final analysis and conclusion.
* In reviewing the **Ecosystem Evolution Analysis** section, the group noted that the research currently emphasizes seaweed-selling activities and lacks sufficient focus on carbon credit trading aspects. We suggested that our next draft will delve deeper on how the innovation could impact key ecosystem actors and cause ripple effects throughout the network. Additionally, it was suggested that the conclusion in this section be repositioned toward the end to allow a more comprehensive exploration of how the core concept and surrounding ecosystem evolve over time, supported by relevant insights.
* **The Execution Plan** was evaluated, outlining a phased five-year strategy. While the structure includes pre-launch, launch, expansion, and scaling phases, our team member all agreed to adjust the order of activities for better logical flow. The current list of activities was found to be too broad; therefore, we need to identify and detail specific key actions. Lastly, the activities under each phase should be closely aligned with the Business Model Canvas to ensure consistency between strategic execution and business planning.

## Action Items

|  |  |  |
| --- | --- | --- |
| Task | Responsible Person | Deadline |
| Start working on the second draft based on the Week 7 meeting feedback. | Ta Nguyen Anh Thu | 22/04/2024 |
| Start working on the second draft based on the Week 7 meeting feedback. | Truong Thanh Lam | 22/04/2024 |
| Start working on the second draft based on the Week 7 meeting feedback. | To Hao Khang | 22/04/2024 |
| Start working on the second draft based on the Week 7 meeting feedback. | Ngo Giai Hoa | 22/04/2024 |
| Start working on the second draft based on the Week 7 meeting feedback. | Nguyen Quang Thach | 22/04/2024 |

# **Section 2: Individual Contribution (80%)**

For each teammate (excluding yourself), provide a rating from **1 (Poor) to 5 (Excellent)** based on their performance this week.

### **Category Descriptions and Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **1 - Poor** | **2 - Fair** | **3 - Satisfactory** | **4 - Good** | **5 - Excellent** |
| ****Effort & Contribution****  ****(30%)**** | Did not contribute meaningfully; did not complete assigned tasks. | Minimal effort, inconsistent participation, some tasks incomplete. | Contributed fairly, completed tasks but with minimal engagement. | Actively contributed, completed tasks on time, and engaged with the project. | Went above expectations, proactively contributed, and enhanced team output. |
| **Communication & Engagement (20%)** | Did not attend the meeting or respond to messages. | Attended the meeting but rarely participated; slow responses. | Communicated adequately, attended the meeting, and contributed occasionally. | Engaged in discussions, communicated effectively, and was proactive in responses. | Highly responsive, led discussions, and ensured effective communication. |
| **Collaboration & Support (20%)** | Did not work well with teammates, created conflict, or ignored input. | Showed minimal collaboration, reluctant to help others. | Contributed to teamwork but with limited effort in supporting others. | Worked well with teammates, provided constructive feedback, and supported team members. | Outstanding teamwork, proactively supported and motivated the team, and resolved conflicts effectively. |
| **Overall Performance (10%)** | No contribution or hindered progress. | Contributed but inconsistently; minimal impact on team progress. | Met expectations but did not take initiative. | A reliable and active team member who positively impacted the team. | An exceptional team player who significantly enhanced the team's success. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team Member Name | Effort & Contribution | Communication & Engagement | Collaboration & Support | Overall Performance |
| Ta Nguyen Anh Thu | 5 | 5 | 5 | 5 |
| Ngo Giai Hoa | 5 | 5 | 5 | 5 |
| Nguyen Quang Thach | 5 | 5 | 5 | 5 |
| Ngo Giai Hoa | 5 | 5 | 5 | 5 |

# **Section 3: Self-Reflection (20%)**

In this section, you will be writing a self-reflection and will be graded on self-reflection quality (10%), identification of challenges and solutions (5%) and Teamwork Feedback (5%)

1. **What was your main contribution this wee**k?

In the Ecosystem part, I supported my teammate by provided key actors and players relevent to our main core technology including Blockchain Sandbox (government initiatives), regulation of the use of blockchain, tax information of carbon credit, technology providers and also some information about financial capital such as current available venture capital that available in Vietnam that interested in agriculture or advancement technology. About the tax information, based on our key business activities, i researched Government’s regulation about carbon credit tax and provided my team some key information such as how does government tax carbon credit in Vietnam and compare it to other region. Additionally, i also suggested my teammate how to map those actors and how they interact with each other.

In the part of Ecosystem in the future, based on the research and finding of my teammate, I suggested to our team that if we launch our business, the seaweed import and export activities in Vietnam could be effect because almost 90% of high quality seaweed in vietnam is imported from other countries such as Chinese and by providing higher quality seaweed that made in Vietnam (local support) could reduce the seaweed import volume.

In the Execution plan, which is also my part in the report, I provide to my teammate my key research and active listened to their feedback to adjust and make improvement my part. Hence, I also review my teammate draft in the same section and suggested about the 5 years execution plan, which resources we would use in each phase, the objective and milestone through each phase.

1. **What challenges did your team face, and how did you help overcome them?**

The first challenge of our team faced was identify what is our unique selling point and the value proposition that we offer to customers. Most of our team member misunderstood that seaweed would be our unique selling point, the key value and the main revenue stream. Seaweed is our main revenue but the carbon credit is our unique selling point. By review carefully each part of ecosystem analysis and future ecosystem, I disussed with my teammate and provide some feedback to help my team re-direct their research.

Our team have some difficulties when research further about technology so I help my teammate by explaining some complicated terms such as Blockchain Sandbox, Carbon Credit and furthermore explain how it works.

1. **What is one thing you (or the team) could improve for next week?**

Based on the feedback from our first draft, the second draft will be improved with stronger research and findings. This will help ensure that the report is developed in the right direction, with well-structured paragraphs, proper citations, and supporting graphs