

5 pts Questions (50 points)

1. What did I do to prepare for this week?
= I read the week's preliminary materials, which relied on the canvas module.
2. What concept from this week are you uncertain of or would like to know more about?
= I'm quite sure that I don't have anything that I want to know more about.
3. What topics were studied this week, and what are their definitions?
= We learned how much communication is important in teamwork with some examples in class. Communication is the imparting or exchanging of information or news.
4. What phase of your projects did you complete?
= We as a group met and reported our status of project. We planned about the project.
5. Summarize this week's scenario?
= Week 10 was solely about communication and interaction. We did some class activity which was based on the communication and learned why active listening is needed in team.
6. What did I learn from the study material?
= From this week study material, I learned about the emotions, communication, listening and all of these importance.

7. Why is this week's topic importance?
= This week's topic is important because it teaches us about the types of the listening and the importance of all and the role of the communication in the teamwork and different aspects of it with few examples.
8. Where did you put your assignments in GitHub?
= I put my assignment in my repository in the file name Technical-Teamwork-17.
9. What did I learn from the study material?
= From the study material of this week ten, I learned about the communication and the importance of it with examples.
10. What insights did your team learn from this week's question?
= We learned that the communication in the team is very important and we need to have very strong communication for the effective result.

10 pts Questions (30 points)

1. Write a SMART goal for next week?
= I've also listed a couple of the similar SMART goals for next week. I'll sleep early, wake up early, and drink plenty of water. Every day, I'll meditate for 20 minutes, and I won't use my phone for an hour before and after bed. I'll meet with my colleagues to plan the next project. To stay healthy, I'll eat a different fruit every day. I'll be more forthcoming with my emotions with my closest friends and family.
2. What would you do differently next week?

= For the next week, I'm going to make a few changes, including informing my friends how I'm feeling. I'll make an effort to assist my students trust one another. I'll set my priorities and work hard to attain them. I'll assess my weekly performance and develop a weekly plan. I'll try to balance my work and keep track of my to-do list. Even if I get stuck, I'll take breaks and stay calm. I will stick to the plan I devised. Moreover, I will try to build a communication with my fellows.

3. What did I learn from the study material?

= From the study material I learned about the importance of the communication and its different types. Additionally, I got to know about the different types of listening that we have but we are not concerned of and some of the importance and the way we can also have a very good skills in that and have good outcomes from teamwork. Moreover, I learned about the awareness we must have in order to improve and present myself confidently and happily in team.

20 pts Question (20 points)

1. How do you plan on contributing to the teams, besides completing your tasks?

= I must give the teams with the following plans: - I will respect all of my teammates.

- I'll make an attempt to get to know my coworkers so that I can understand how they're feeling and help them.

- I'll be aware of my obligations and will confirm them with the rest of the team.

- I'll do everything in my power to resolve everything promptly and calmly.

- I'll always be ready to take command if necessary.

- I guarantee to pay close attention to every colleague.

- I'll be patient, and I'll advise my colleagues to do the same.

- Throughout my quest, I will keep my integrity and modesty.