**Self-reflection template**

In your self-reflection, you should answer the following questions.

1. What were my tasks and objectives in the past week?
   1. Made a google drive shared folder with the working files to facilitate the work process with the team.
   2. Set up an Excel table with the competitors and another one for the project requirements.
   3. Word files for project documentation, questions, and the conclusion for the competitors were created. Info was provided by the whole team.
   4. Wrote down and track the tasks in Trello.
   5. Еstablished communication between the team and the Product Owner through a skype group.

* 1. Taking notes during the daily stand-ups

1. What I managed to do good during the past week?
   1. Flexible communication, the whole team was on the same page.
   2. Тasks were done on time.
2. What I did not manage to do good during the past week?
   1. The tasks had to be more clearly distributed
3. What was the most important thing I learned in the past week?

That decisions need to be made faster and I have to learn to delegate tasks. Also that I am interested in SCRUM training.

1. What was my impression of the team as a whole and do I think that my team did well during the past week?

The team is united and works very well with a good organization. Everybody has an idea and wants to participate in the process.