A close up of a logo

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Document Version: 0.3

14 January 2021

Eindhoven, The Netherlands

Process Report

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# Revision Table:

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| **Document Version:** | **Date:** | **Changes Made:** |
| Version 0.1 | 7 Oct 2020 | None |
| Version 0.2 | 22 Dec 2020 | Each Individual has given the view. |
| Version 0.3 | 14 Jan 2021 | Added reflection remarks and conclusion |

# Introduction:

In this process report, each member of the group will discuss their own personal view on the following questions.  
  
1) What they have done.  
2) What they learnt from this experience.   
3) What would they like to improve or change.

# Tyler Agostinho:

This project has been challenging. We all had to work together to collaborate and combine work. In the beginning we struggled to communicate. I realized that I needed to stop and listen to my group and to try and understand where they were coming from to find a common ground. This took time, but as the project progressed, this became easier to do and less time consuming.

If I could change one thing or improve, I would try being more time critical and assign more time to tasks as we were often pushed right to the end of deadlines.

# Georgi Dimitrov:

This project has pushed me out of my comfort zone and allowed me to open up to the ideas of collaborating. It has also showed me that there is often, more than one right way to do something. Being the leader, it was my job to delegate the work tasks. This meant I needed to try to better understand the strengths and weaknesses of each member and try to utilize this as best as possible to get the best outcome.

If I could change one thing or improve, I would try being more assertive and direct. This would help avoid confusion for the whole group.

# Pedzisai Mutiti:

This project has been a challenge that forced me to open up and be more vocal. This has given me the opportunity to work with people from all different places around the world, people that I might not have chosen originally. I feel like I have had to become more vocal to get my point across and to provide input to the group.  
  
If I could change one thing or improve, I would be more organized and try to be more detail orientated.

# Aleks Petrov:

I have enjoyed this project. It has given us a chance to work with 2 different methods that are used in the workplace now. I feel like each method had its pros and cons and I feel that the same could be said for our group and performance. The beginning was definitely quite interesting. It took us all a while to feel each other out but once we had broken down the walls, it became quite easy to work together.

If I could change one thing or improve, I would be more open to other ideas from my group mates.

# Conclusion:

In conclusion, we have enjoyed working together as a team. This project has given us the opportunity to work on both our communication skills as a group but also showed us some areas that we need to work on as individuals as well.

With regards to deadlines, we as a group found that the deadlines proved to be tough. This project required us to do a lot of [personal and individual studying up on topics that we have never covered yet. Many YouTube videos and online tutorials later helped us to put the project together.

Due to the Covid-19 restrictions, we were also forced to work remotely and thus could not fully utilize the lectures for help.

When it came to meetings, our group struggled with professional workplace practices and etiquette. It took us many attempts to finally get agendas and minutes down but towards the end weeks of the project, a noticeable improvement was made in this regard.

Feedback on out deliverables could , at times , be vague and often a little confusing. This required a constant recapping in meetings which possibly could have been avoided. However, we as a group, appreciated all the effort that Mr Andre and Mr Michiel put into the meetings. We always had a clear view of what was expected of us after a meeting and that is all that matters in the end.