

# Antony Saleh - Team Pitstop

Self-reflection narrative after the in-class Team Pitstop activity

Rover Wheels, the engineering design team I am a part of, consists of members Luke Van Leeuwen, Connor Gumbs, Hong Guo, and Antony Saleh, majoring in Mechanical Engineering, Mathematical Economic Analysis, Mechanical Engineering, and Electrical Engineering, respectively. We come from a multitude of colleges, including McMurtry, Duncan, Jones, and Sid Richardson. Our team has a very robust working structure, where we have a highly monochronic workflow that focuses on high individualism. We have always agreed that high directness in constructive criticism is something we all value, and thus, our pitstop was fully direct in communications.

Though the idea of a team pitstop can seem frightening at first, it is crucial to the development and flow of a team. Thus, our team made sure to approach the pitstop with an open-minded yet direct approach. The climate was very light, with everybody being open to constructive criticism; some team members even admitted their own faults without being prompted about them and accepted further feedback. During the pitstop, we started by giving some kudos to our effort and consistent attempts at improvement. We then discussed how we felt about our progress. What hindered it? What has been helping it? How can we further expedite it? We also discussed our team's aspirations and how we would like to continue with this project. Additionally, we commented on our strengths and weaknesses as a team.

## SMART Goals Action Plan

| Criteria                                | Situation   | Action Plan (SMART Goals)   | Follow-up Plan  |
|---|---|---|---|
| Time management (Team)                  | The team struggled with agreeing on a time to meet last week, causing delays in our overall work progress (No meetings scheduled).  | Fill out a when2meet before the beginning of the next class, and find a common time to meet on a weekly basis.  | In 2 weeks, make sure team members have stuck to this meeting time and keep on attending the weekly work session, by measuring how many attendance throughout these 2 weeks.  |
| Ethos (Team)                            | The team did not spend bonding time in the past week with one another. This prevents members from feeling comfortable in presenting ideas and solutions to each other.  | Agree on a weekly bonding time meeting. Each week, we have a specific activity (e.g., Sports) to do as a team.  | In 5 weeks, count how many weeks out of the past 5 the team has done at least one hour of bonding time together.  |
| Communication - Progress updates (Team) | The team members do not update each other on their progress after work, causing team members to depend on a task without realizing its completion.  | After every work session, every member must type out their detailed progress using the common method of communication (WhatsApp). In addition to what the next steps should be.   | In a week, check WhatsApp's logs and measure the percentage of times that the team members have been following this action plan effectively with detailed communications compared to not updating each other at all.  |
| Communication - Absence Notice (Indiv.) | I did not provide notice of missing a work session with my teammates. This led to my team members' frustration, and me not being updated about the team's progress.   | Every time I have to be late or miss a work session, I should email my team members at least 12 hours before the work time. This way, my absence is expected. In case of an unexpected emergency, I should make sure to text my teammates as soon as possible, explaining the situation, and make up for any progress that I missed out on. | In one month, I will count the times I have missed or been late to a meeting, and calculate the percentage of times where I communicated according to the standard written in the SMART Goals. The percentage should be 100%.   |
| Ethos (Indiv.)                          | I felt stressed when the deadline for EDP 4 was approaching. In general, I feel stressed when a deadline is less than a day away. This slows down my progress in completing the task and prevents me from completing future tasks at my full potential. | I will take advantage of decomposition, breaking down the large task into smaller subtasks and approaching each one individually. I will complete tasks earlier than the deadline, such that I am still comfortable with the time I have left.  | After each EDP, I will carry out a temperature check on a scale from 1 to 10, reviewing my decomposition steps, and checking up on how stressed I felt at the time of completion. The score should be bigger than 7 for each EDP (Relative to me, 7/10 is the benchmark of stress I can handle comfortably) |

## Reflection

Under the above plan, I will ensure that I improve my communication skills with the team. I will ensure that I communicate any change in my schedule that would cause an inability to attend a meeting. This will help build trust and open communication within the team. I believe there should be hefty repercussions for not being able to stick to the SMART plan, as it is very crucial that everyone is present and active in the team; these could include an effect on my overall grade in the course. Furthermore, I believe that being able to handle stress allows me to properly prosper and show my potential for the team, and thus, if I stick to the SMART plan, I will be able to better support the team with efficiency and completion of our work on time.

As for the team, keeping up efficient communication by using the SMART plan described above is very important to prevent the team from wasting time waiting on a task someone is already doing, without realizing its completion. This will be further strengthened by the new method for agreeing on meeting times, described above. Furthermore, as a result of building team ethos, there will be more inclusivity and comfort in the team, allowing each member to share their opinion, give their input, and thus provide a higher quality of idea creation.