

# MEMO

**TO:** Supervisor, Gillian Saunders  
**FROM:** Engineering Team Lead, Arfaz Hossain  
**DATE:** April 7th, 2023  
**SUBJECT:** Final Reflection on the Team Project

As the Engineering Team Lead for our most recent team project, I would like to take this opportunity to reflect on our team's collaborative process and professionalism demonstrated by all team members during our recent project. Throughout our project, my team members Kohen Butler, Manny Dhesi, and I worked collaboratively to complete our assigned tasks, meet our project milestones, and submit our final deliverables on time. In this memo, I will be evaluating our team's performance, highlighting each team member's contribution, discussing valuable lessons learned, and outlining areas for improvement in our future collaborations.

## Collaborative Strategies and Contributions

Our team utilized several collaborative writing and project management strategies to ensure that we stayed on track and worked equitably. We used Google Drive to share documents, track revisions, and collaborate in real-time. We also used a group chat to communicate quickly and efficiently. In addition, we created a project timeline to keep track of all the tasks and deadlines, which helped us stay on track throughout the project. To determine team member roles and leadership responsibilities, we held a team meeting at the beginning of the project to discuss everyone's strengths and interests.

**Table 1: Team Evaluation Rubric**

Criteria	Kohen	Manny	Arfaz
Prepares for meetings accordingly and arrives in a timely manner	9	8	8
Contributes meaningful and creative ideas	8	8	7
Gives and receives positive and constructive feedback	7	8	6
Respects teammate's thoughts, ideas, and criticism	9	9	8
Consistently meets deadlines without reminders	8	7	6
Avoids and/or minimizes conflicts within the team	7	8	8
Quality of work produced	9	8	8

Kohen consistently prepared accordingly for meetings, arrived in a timely manner, and demonstrated exceptional leadership skills. He encouraged collaboration, ensured that everyone had a chance to speak, and kept us on track to meet our deadlines. Kohen also contributed meaningful and creative ideas and produced high-quality work throughout the project. For example, when we faced challenges

in one of our tasks, he encouraged us to brainstorm together and come up with a solution that worked well for everyone.

Manny contributed meaningful and creative ideas and demonstrated exceptional research and data analysis skills throughout the project, which were essential for completing our tasks accurately. Manny also actively participated in team discussions and contributed meaningful and creative ideas. He also gave and received feedback constructively and with respect for his teammates' ideas and opinions. During one of our tasks, he noticed that one of the data sources we were using was outdated, and he quickly found a newer source that improved the accuracy of our work.

As for my contributions, I focused on ensuring that our documents were well-designed and easy to read. I also provided detailed feedback to my teammates on their work to help improve the quality of our final product. In addition, I facilitated the peer review process, which helped ensure that everyone had a chance to give and receive feedback on their work. Overall, my contributions were centered on enhancing the presentation and clarity of our final product.

## Highlights and Challenges

Working with our team was a great experience, and we had several highlights throughout the project. One of our biggest strengths was our ability to communicate effectively and collaborate on tasks. We worked well together and helped each other whenever someone faced any challenges. We also respected each other's opinions and ideas, which made the collaborative process smooth and efficient.

However, we also faced some challenges during the project. One of the biggest challenges we faced was time management, especially during the final stages of the project. We had to work under tight deadlines, and it was difficult to manage our workload effectively. We also faced some minor conflicts during the project, but we were able to resolve them by communicating effectively and finding common ground.

## Valuable Learning and Goals for the Future

The most valuable thing I learned while engaging in our team project was the importance of effective communication and collaboration. I learned that when team members communicate openly and respectfully, it can lead to better results and a more enjoyable work environment. I also learned the importance of being adaptable and flexible in a team environment, especially when challenges arise.

Moving forward, I want to continue developing my professional collaboration and communication skills. One way I plan to do this is by seeking out opportunities to work in a team environment and practicing active listening and effective communication. I also want to work on my time management skills to ensure that I can manage my workload more effectively and help my team meet their deadlines. Finally, I plan to continue to develop my skills in document design and editing to ensure that I can produce high-quality work in the future.