Individual Reflection

**Planning:**

• How were activities assigned to each team member? Was the distribution of work fair?

We all agreed on what we would work on in Microsoft Teams. After a person completed their share, they would send it to the group for proofreading and feedback. I felt that the distribution of work was fair.

• How was communication handled among team members?

We handled all communication in-person in lab or on MS Teams.

**Monitoring:** Think about the way you collaborated as a team.

• What aspects of the team coordination/collaboration went well in this milestone?

This milestone, our team was very efficient in collaborating through MS Teams in terms of file sharing and feedback.

• What aspects of the team coordination/collaboration went wrong in this milestone?

I did not observe anything that stood out as negative this milestone.

**Evaluation:** Think about the quality of the milestone just delivered.

• What do you think as a team was particularly good about the milestone you just completed?

I am satisfied with the quality of the work we have done, as I think we put in a lot of effort to complete all sections.

• What are areas or sections of the milestone that you just completed you think could be improved?

I think we could have improved on the security plan, because I am not exactly sure how verbose it needed to be.

**Plan of Action:** You must commit to have something to improve every milestone.

• What are aspects you think can be done better for the next milestone in terms of your own performance as well as the team performance? How will you achieve this improvement?

For next milestone, I could be more attentive in Microsoft Teams as I do not have it open on my personal computer all the time. To fix this, I can take advantage of notifications in Outlook that inform me when a team member has sent a message. For team performance, I think it would be helpful for us to organize more voice calls as it is easier to communicate through that rather than messages.