Individual Reflection

**Planning:**

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

• How was communication handled among team members?

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

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

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

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

**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?