**Structured Critical Reflection**

**What Happened? *(Concrete Experience)***

* The team’s approach to this project consisted of working in subgroups then hosting meetings to fill each other in on any updates and progress made. We would also take this as an opportunity to ask for help and ideas on how to approach our tasks.
* For the demo we held many rehearsals to run through script I wrote and then ran through the game and website to ensure there aren’t any issues. Those in the audience i.e., not speaking, would offer feedback and constructive criticism on anything that needed to be edited and if there was anything that was overlooked. We also ensured the demo ran within 15 minutes, allowing time for lag and loading times that may occur. We also established a mean of letting those speaking know how long they are taking by displaying a stopwatch. After this we would run through some potential questions and answers I prepared.
* For the evaluation report, the team was supposed to equally contribute by each writing two subheadings for the report. Although everyone did complete their assigned tasks, the time they delivered it and the standard it was delivered to caused issues for those redrafting.

**What Was It Like? *(Reflective Observation)***

* I thoroughly enjoyed working towards the final demonstration. It felt fair since there was a genuine and equal effort from each member. We accounted for all potential errors during our rehearsals which led to what I believe was an effortless execution.
* However, the opposite is true for the evaluation document. Since nobody met the deadline we set, those redrafting had only a few hours to redraft, reformat and submit the report. I personally felt very stressed during this time since the quality of work other team members had given to me was poor- this led to me rewriting 5 of the 8 members work since everything they submitted to me was in brief bullet points and lacked evidence. I felt that this was unfair but also epitomises how this group works. Majority of the team is unbothered which leaves those who did care (myself, Adam m and Norman) left to pick up additional work; I felt burnt out and almost like a pushover.

**What Have I Learnt / Noticed? *(Abstract Conceptualisation)***

* Throughout the entirety of this project I consistently learnt new skills, whether it be personal/ individual, or transferrable skills which can be used within any team setting. A key skill which applies to both is time optimization. Having set deadlines for each submission tested how well we worked within a timeframe, however often led to working under pressure. We always seemed to be completing work last minute due to late contributions from most of the team. This led to last minute redrafting and formatting the document which was sometimes left incomplete.
* This project has taught me the importance of team building. Prior to this project, I didn’t realise the importance of getting to know team members, building a bond. However, I’ve noticed this ultimately helps as I would typically reach out to those members of the team who I stayed behind with after meetings to have a chat with over those who I strictly had a formal relationship with- this barrier led to a lack of passion in some areas of our work and wasn’t as enjoyable.
* The way in which the demo was planned and executed was an exemplar of how the team should’ve worked towards other submissions. We held meetings regularly with an agenda, completed any individual tasks for the demo (bug/penetration testing, writing a script of points to cover, usability checks etc) early and everyone participated equally in some way. What I have learnt from this is that ultimately, equal contribution and having a solid structure is what worked well with this team. By allowing ourselves enough times and accounting for potential issues, we can produce high quality results.
* The final evaluation report was the biggest learning curve for me. It taught me to push members to produce better work rather than doing it for them. Although not everyone sent an updated version back, many did improve their work and took on the feedback I gave. I noticed that the team leaves everything last minute, which is unlike me, I prefer to get work done sooner as it allows for gradual, well thought out changes to be made.

**What Will I Do/Try Next? *(Active Experimentation)***

* To combat the issue of rushing deadlines, for future projects I would aim to impose earlier deadlines to leave time for redrafting and formatting the document.
* Next time I would aim to build individual relationships with each member to ensure we are comfortable in asking for additional help, and the environment we are working in is enjoyable.
* Next time I would use the approach used for the demo as a means of planning and executing future tasks as it proved to be the most successful, enjoyable, and calmest.
* Although the demo was a greater priority for the team, since it was our only opportunity to prove we had a working game which met all requirements, with hindsight I would have asked the team to begin working on the report since it was more time consuming to complete but also because points made in the report could’ve been drawn on during the demo.

Based on Kolb’s Experiential Learning Cycle.  
Kolb, D. A. (1984) *Experiential Learning*, Englewood Cliffs, NJ.: Prentice Hall.