

TEAM COLLABORATION EVIDENCE

TAFE NETWORKING & CLOUD PROJECT

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1. OVERVIEW

The purpose of this document is to provide evidence of team collaboration during TAFE networking/cloud projects. All personal information and names of teammates have been removed for privacy.

2. TOOLS USED

- Microsoft Teams (chat, meetings, file sharing)
- OneDrive (shared documents)
- PowerPoint individual recording workflow

3. MY KEY RESPONSIBILITIES

- Organised team meetings and communication channels.
- Coordinated group tasks and checked milestone progress.
- Proposed PPT structure (4 sections) for balanced workload.
- Suggested individual recording workflow to avoid delays.
- Provided technical help to teammates.
- Collected all PPT files & recordings and compiled the final submission.
- Maintained clear communication and supported the team throughout.

4. EVIDENCE SCREENSHOTS

Screenshot 1. PPT Section division proposal

The screenshot shows a Microsoft Teams chat window. The title bar reads "Innovation Project (Networking) Chat". The timestamp "Saturday 11:48 AM" is visible at the top right. A message from user "A" proposes dividing a presentation into four sections. User "B" has handwritten initials "BK" next to their response. User "C" replies "That works great." at 11:51 AM.

A: Based on our final report, how about dividing the presentation into four sections like this, and each of us chooses one section to create the slides for?

B: BK

C: That works great.

During the presentation, I also suggested using individual recordings. It reduced delays and made re-recording easier for everyone. Also, because each of us had different availability, it was hard to organise one recording time for the whole group. Recording individually was more practical and let everyone work at their own pace. The team accepted this suggestion, and it helped us complete the final presentation more efficiently.

Screenshot 2. Individual recording suggestion

Sunday

Sunday 8:45 AM

Good morning team, just a quick idea for our presentation.
Instead of trying to record the whole PPT together on Teams, it might be easier if each of us records our own section separately.

Group recording can get a bit messy (mistakes, connection issues, etc.), but individual recording lets everyone go at their own pace and re-record if needed. Also, if Alex wants us to redo a specific part later, it's much easier to replace one person's section rather than redoing the entire recording.
If you record your part and drop the video here, I can put everything together into one final presentation video.

How to record:
PowerPoint → Slide Show → Record
or
Press Windows + G to screen-record

This is just a suggestion, so if you prefer another way, happy to hear it.



Sunday 8:46 AM

YC Sounds good to me.

Screenshot 3. Section allocation message

Saturday 1:52 PM

Hi [REDACTED] we're working on the PPT now.



1. Introduction + Objectives – [REDACTED]
2. Why Azure + Tools – [REDACTED]
3. Strategy + Research + Decision-making
4. Cost + Benefits + Conclusion – [REDACTED]

The 'Strategy, Research and Decision-making' section is still free, so you can take that one.
We're planning to record tomorrow, so could you make a few slides for it? Since we're each presenting our own section, I thought this one would be a good fit for you

[REDACTED] Saturday 2:18 PM Meeting ended 3h 48m 39s

Screenshot 4. Timeline coordination

Sunday 12:24 PM

How about we aim to finish all recordings by tonight, or tomorrow morning at the latest? We can submit before Tuesday, and then on Tuesday we can all go through it together with [REDACTED]

What if we aim to finish everything by tonight?

Sunday 12:28 PM 

JL I'm finding it difficult to record using the teams method. Is it okay if I record in powerpoint?

There's just a little more control

Sunday 12:31 PM

Booyoung Kim 11/23/2025 12:27 PM

What if we aim to finish everything by tonight?

Sure.. I will send you!

Screenshot 5. Progress checking & support

Sunday 5:06 PM

[REDACTED] when you finish your PPT recording, could you please upload your PPT files with the videos included?
I just want to test something simple on my end.

Sunday 5:35 PM

YC I'm not at home right now. I'll be back around 8 sorry. I'll send it through when I get back if you still need it

Sunday 5:36 PM

Yeah it's fine thanks [REDACTED]

Please send it whenever works for you

Sunday 5:38 PM 

AB Boo.. its taking some more time.. I recorded but I would want to rerecord as I am not happy. After that I will download the mp4 and send you. Is that right?

Sunday 5:40 PM

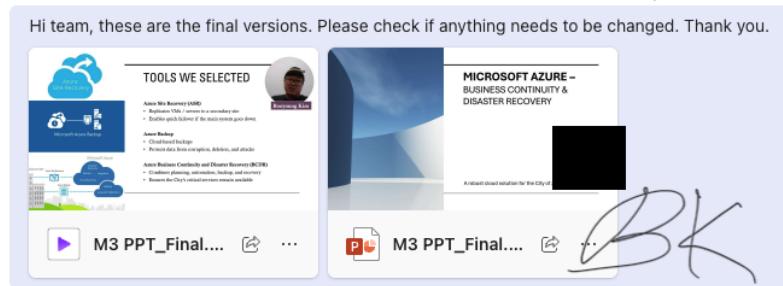
Yeah, that's perfect. And please send the PPT together as well.
Before 8 p.m. if possible?

Sunday 5:46 PM

And if you're unsure about the mp4, no worries.
If you recorded it in PPT, just send me the file please.

Screenshot 6. final upload and team feedback

11/24 1:54 PM Edited



11/24 3:36 PM
YC Oh yeahhh looks good boo
Thanks for that
👍👎

11/24 6:14 PM
JL Nice Boo. It turned out really well.
👍👎

Tuesday, November 25

11/25 9:15 AM
AB Good job Boo 🍍
👍👎

Screenshot 7. Team discussion about how to display names in the presentation.

Sunday 9:52 AM
AB So maybe at the start of our individual recording we can say something like "This is Boo, and I'm presenting ~section "
BK

Sunday 9:53 AM
JL Okay sure. And you're happy to put it together?
Sunday 9:54 AM
No problem at all

Sunday 9:55 AM
YC Sweet. Maybe also add in a subtext that says our names on each section on the recording as well if you're able to.
Sunday 9:57 AM
That's great idea
👍👎

5. DECISION-MAKING REFLECTION

- Demonstrated team leadership while maintaining respect & cooperation.
- Improved team workflow with structured planning and decision-making.
- Coordinated workload effectively and ensured smooth project delivery.
- Identified areas of improvement (English communication clarity, earlier input).

6. CONCLUSION

This evidence demonstrates strong team coordination, communication, organisation, and collaborative problem-solving skills in multi-stage IT projects.