

### **Reflection week 7**

The reflection point of this week is mainly about the communication between stakeholders and us, especially between our client and us. During the last few weeks, we have been working hard on the technical part of the project because we want to meet the new deadline required by our client. The whole team worked very hard to give values to the project and everyone seemed a bit frustrated. Reflect on the progress, we think good communication will make our work easier, including clarification and negotiation.

The first point is clarification. We finally found out that our client representatives, the engineer teams from Cinefly, have been misunderstanding us as the trainees of the company, which makes sense that they keep giving us new deadlines and requirements. However, we, as a team of a uni course, are actually doing a project instead of an internship, which means we should follow a plan to complete the project. Each of us has other uni workload and things to do except the project. We are not able to pay all our attention on the project like doing an internship. Next time doing a project, we should instead clarify with our client about our roles and what tasks we are responsible to do.

The second point is negotiation. We understand there might be some new requirements raising up during the middle of a project. When the client raised up some new requirements, we should negotiate about the workload and tasks mentioned in the SoW. It is unreasonable for the client to keep adding new requirement to the SoW since we have limited resources. However, we can negotiate on the tasks, make some modification on the plans, or even change our plan if it is reasonable.

Communication is the lesson we have learned from this experience. In the rest of our project, we will pay attention to the communication part. Through better communication, we believe that our work will be easier and we can collaborate with each other better.