

Reflection Week 9

This week we reflect on teamwork. This is because it is towards the end of the semester. Every team member is preparing for the final delivery and the final audit for the project. There are a lot of tasks to be assigned and completed. Without our team working closely together, it can turn the project into chaos.

Firstly, we need to prepare our landing page ready to be reviewed and handover documents for our client. However, there are still unfinished testings and decisions makings that we need to address. We had a meeting to resolve the issue. However, after we have assigned tasks to the corresponding team members, the progress is still slow. By the end of the week, there are still a number of tasks to be completed. We had another meeting to reflect on what was going on this week, and the reason is that all of our team members either was given too many tasks or given tasks that they are not expert in. It is because we are having a team communication issue. The tasks should be assigned evenly with skills matching team members' skillset.

Secondly, we also have team collaboration issue when it comes to the audit presentation. We cannot come to an agreement in terms of what to include in the audit presentation. Some of our team members think that we should cover less of technical aspect of the project and spend more time talking about the project. The reason being that we did not do well on audit 2 presentation because we have spent too much time on the technical details of the project. However, the problem is that it is the last audit, we have accumulated a lot of the output and the audit will not be complete out showing them. Therefore, we started the discussion around how much technical output to include in the presentation. Finally, we have decided to allocate about same amount of time as all other sections.

In conclusion, as a team, it is important to communicate with each other to better coordinate the team. To better manage the team, it is also important to assign tasks according to each team member.