**ITM 90B - Reflection on Group Work**

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|  | **Criteria (/7)**  (1= Never, 4=Occasionally, 7= Always) | **Association with AOL group work trait** | **Project member names (excluding yourself)** | | | | |
| **Ragavi** | **Kerin** | **Emil** | **Anthony** |  |
|  | Focused on the project discussion during group meetings | Communication | 7 | 7 | 7 | 7 |  |
|  | Contributed greatly to the construction of the project report | Working with others/cooperation | 7 | 7 | 7 | 7 |  |
|  | Did his/her research on the tasks/ subjects assigned | Job proficiency | 7 | 7 | 7 | 7 |  |
|  | Shared his/her perspective/opinion during group discussions | Working with others/cooperation | 7 | 7 | 7 | 7 |  |
|  | Assisted in the editing proofing/revising of the manuscript | Working with others/cooperation | 7 | 6 | 7 | 6 |  |
|  | Listened to the effort of others | Communication | 7 | 7 | 7 | 7 |  |
|  | Was prepared for each group meeting | Team role fulfillment | 7 | 6 | 6 | 7 |  |
|  | Helped resolve group conflicts that arose | Working with others/cooperation | 7 | 7 | 7 | 7 |  |
|  | Took a leadership role in the group’s interpersonal dynamics | Working with others/cooperation | 7 | 6 | 7 | 7 |  |
|  | Completed his/her fair share of the workload on time | Job proficiency | 7 | 7 | 7 | 7 |  |
|  | Completed his/her fair share of the workload with quality | Job proficiency | 7 | 7 | 7 | 7 |  |
|  | Willing to help and do more | Working with others/cooperation | 7 | 7 | 7 | 6 |  |
|  | Provide effective and constructive feedback to other members | Communication | 7 | 7 | 7 | 7 |  |
| **The score (0-100) that the group member should receive for the project[[1]](#footnote-1)** | | | 100 | 100 | 100 | 100 |  |

Working on this capstone project has really taught me a lot about working in a group and the best approaches to it. This was definitely a great experience as this capstone project is not like any other group works that I have been a part of. Often times I am not a fan of group work due to the lack of effort that other group members may put out, however it was not the case for this. I had really enjoyed working in this group as all members were very reliable and had the same end goal in mind. Everyone wanted to do well as this is our final large project of our undergraduate. Above, I have given a scoring for all the group member based on their contribution and effort towards this capstone project.

Everyone apart of DAREK Technology and Consulting were great group ember to work with. There is not really anything negative I could say about anyone. The only things I had taken a point here and there off were for very small things such as certain individuals were busy with other work that it often led to either Ragavi or Emil editing the work. However, this did not mean that the other group members did not contribute to this. Everyone did contribute, but just one or two times they were not able to due to other obligations which is completely understandable. The next comment I would make was that towards the end of the project, Emil and Anthony had started working a lot more and It was a little more difficult to get group meeting organized. This did lead to maybe one or two meeting where we had to catch them up to speed with what the group was onto. This however did not affect their contribution to the team or work quality. I had also deducted one from Kerin for leadership only because she was fairly shy in the beginning and did not always voice her thoughts or opinion. I felt that she was just shy in the beginning, however towards the end she was definitely more comfortable to opening up and voicing her thoughts.

I was very satisfied with my own performance in the capstone project as I felt that I had given my best effort towards it and all the input I had given. I felt that I had out forth my best effort when it came to any deliverables that had to provide. I always ensured that I was contributing in the group meetings and that I was always on top of what the next steps we need to take are. The only thing that I felt that I could have improved was that there was one instance where I had submitted my part to the project a day late in regard to our own personal deadlines to Ragavi. Ragavi was in charge of putting everyone’s work together and I was caught up with my other five courses and my part time job that I did not have the time to get it one when due. I had poor time management during that week and wish I had done better. Apart from that I felt that everything was up to par and to the standard that I would have liked it to be.

When it comes to my group’s overall performance on the capstone project, I would definitely have to say I am very satisfied with the way it had turned out. There honestly isn’t much I would have changed as we had set our own goals and deadlines amongst ourselves and had kept on track for the most part. It was very rare that someone failed to meet the deadlines that we had set as a group. Our goal was to have our report done for the most part before our last meeting with our instructor, which we did accomplish. I felt that everyone’s contribution in the group had really paid off and that we worked very well as a team. Our team was also very supportive to one another as we were always open to hearing what everyone had to say. We did not want to make anyone feel like they were left out of any discussions and always messaged in the WhatsApp group chat if we needed to say anything. Working apart of a team like DAREK was very good experience as seeing others do well really inspires you to do so as well.

Some of the lessons that I was able to take away after working on this project was that a team only works well if everyone has the same end goal in mind. It is essential for everyone to want to produce the best work possible in order to succeed. The saying “you are only as strong as your weakest link” is a quote that I actually believe in. This is because working in a team has taught me that everyone has different strengths, and that teamwork is all about bringing those strengths forward. It is important to see what each person excels at and use them to the advantage of the group in order to better the team. I also learned that setting mini goals is a great way to go about a bigger task, as it doesn’t feel to overwhelming. Working on this capstone I expected it to be very difficult and overwhelmed with all the deliverables, however that was not the case because of our own time schedule that we had set. Next, I also found that being able to voice your opinion and have your voice heard is crucial to a team. This is because 5 heads thinking is much better than one. This gives different perspectives and different ideas towards the same goal.

After completing our capstone project, our action plan that we had wanted to implement from ITM90A was very effective. There isn’t really much else that I would say there is for us to improve as I felt that we had established some guidelines that we wanted to follow. Some of these included the task of replying to group messages within 24 hours, which was followed by for the most part. This was very useful as everyone was able to keep up to date with what is going on and what needs to happen next. Overall, I felt that DAREK Technology and Consulting was a great team to be a part of and really enjoyed working with them.

1. [↑](#footnote-ref-1)