

Lesson learned report

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# QUESTIONS

## 1. Identify a major strength and a weakness in your inter-team communication and document how each of these impacted your team’s ability to function effectively?

**Strength:** Our group was very good at using communication tools. We routinely scheduled meetings and used project management software to ensure everyone was informed and tasks were assigned effectively. This strength enhanced our capacity to manage assignments and due dates, facilitating more efficient project development.

**Weakness:** Conversely, the unclear communication channels represented our weakness. Important messages occasionally got lost in long email threads or needed to be highlighted correctly in meetings. This led to confusion among team members and hindered our ability to address urgent issues promptly.

## 2. What did you learn about team leadership and team membership?

This project taught us that good team leadership needs a careful balancing act between assigning work and offering direction. To build a feeling of accountability and dedication, a capable leader should establish clear expectations and provide team members ownership over their job. We also realised how crucial communication is to team dynamics; clear and open lines of communication promote cooperation and lessen miscommunication. Working as a team, we discovered that everyone contributes important views and abilities to the table, and that collaboration and creativity are fostered by active engagement. In summary, this project demonstrated the importance of both membership and leadership in accomplishing team objectives.

## 3. What was the job of the client in your project?

The client's participation was essential to our project since it helped to make sure that the deliverables matched the goals and satisfied the client's needs. The project requirements were outlined by them, and this provided the framework for our work. The customer was also responsible for addressing any external dependencies—like securing required permits or resources—that would impede the project's advancement. To make sure the final deliverables and project milestones matched their standards and criteria, they also had the power to approve them. All things considered; the customer played a crucial part in steering the project towards a successful end.

## 4. How were conflicts/challenges in your team resolved? Please provide examples and include how your team resolved the situation to avoid a team breakdown.

Open communication and a willingness to make concessions were the methods used in our team to overcome issues. We established a procedure for calling open discussions on disputes in the team and giving everyone a chance to share their thoughts and concerns. For instance, we addressed the requirements of every team member and came to a settlement that pleased everyone when there was a debate about how to distribute the resources. To keep disagreements from getting worse and harming team relationships, we also devised a process for reporting unresolved arguments to an official mediator, such a project manager or team leader. All things considered, cooperation and preserving a supportive team atmosphere were key components of our dispute resolution strategy.

## 5. What did your team learn about the project process through each stage of this project?

Our team gained knowledge on the value of careful planning and flexibility in dealing with unanticipated obstacles throughout the project. In order to achieve project deadlines, we understood how important it was to allocate resources effectively and prioritise our activities. To assist us keep focused and on schedule, we also realised early in the project how important it was to set clear targets and milestones. We discovered that in order to keep everyone on the same page and working towards the same goals, continuous communication and teamwork among team members was crucial as we moved through each level. All in all, this project provided us with insightful knowledge on efficient project management and the significance of adaptability to success.

## 6. What worked well for your team that supported the completion of the various parts?

Our team found that doing frequent progress reviews and feedback sessions helped us discover areas for improvement early on and modify our plan of action accordingly. Tasks were also finished on schedule thanks to the effective collaboration of our team. The team members maintained open lines of communication and employed effective collaboration tools to help with this coordination. Additionally, the completion of different project components was greatly aided by our capacity to adjust and change our strategy in response to criticism and evolving conditions. These elements all worked together to help our team finish the job successfully.

## 7. Reflect on your team’s delivery – what would you do differently now that would improve the quality of your solution?

After reviewing the work that our team has completed, we have concluded that more testing and quality assurance inspections are necessary to guarantee that the project's result satisfies all specification. To further improve our processes and raise overall productivity, we would also put in place a more organised approach to project management and documentation. To guarantee that every team member is on the same page and pursuing the same objectives, we would also concentrate on enhancing our systems for cooperation and communication. More stakeholder feedback loops would be incorporated, of course, to get their opinions and make any required changes early in the project. We would be able to boost the overall success of future projects and improve the quality of our solution overall with these modifications.