**MECHENG 235: Teamwork Reflection Exercise**

Write a sentence under each point. “Nothing” is not an acceptable response. This reflection is not confidential - it will be shared and discussed among all the project team members at a tutorial. All comments should be constructive and respectful.

***My name: Jawal Trivedi***

**Self-reflection on my contributions as a team member on this project (to complete before the discussion session)**

Describe a situation where I could have been more effective as a team member:

I could have done a few calculations and helped on the CAD models.

Describe what I learned from this situation, i.e. what I plan to do differently next time

Rather than procrastinating on it, I should’ve started on the report early on. So there would be clearance for proof reading etc.

Describe a time when I showed empathy towards another team member’s teamwork situation:

When Max was overworking himself with the CAD modelling, I asked him to take a break as I was worried about his health and wellbeing.

**Feedback for my team members (complete before the discussion session)**

***Team member 1 name: Norman Cardon***

Describe an aspect of the team member’s teamwork that you appreciated during the project:

You had some great ideas for concepts and worked smarter rather than harder, which was very useful.

Any other feedback to offer?

You had great drawing skills which helped communicate your concepts efficiently.

***Team member 2 name: Benedict Loeng***

Describe an aspect of the team member’s teamwork that you appreciated during the project:

He was very diligent and delivered everything that was asked of him.

Any other feedback to offer?

Voice your opinion a bit more, you have some brilliant ideas.

***Team member 3 name: Max Gu***

Describe an aspect of the team member’s teamwork that you appreciated during the project:

Very hard-working person. He perfected everything he did and delivered everything that was required of him.

Any other feedback to offer?

Keep everyone updated a bit more often, so we can do our work accordingly.

**Complete this part during or after the discussion:**

Two points I aim to work on, or things I aim to do differently, to develop my own teamwork skills during the next design project:

1. Communicate with my team members more often and take more responsibility and initiative for the work.
2. Next time I would aim to organise more meetings outside of the two delegated tutorials per week. This is to get regular updates on each other’s work.