**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: Norman Cardon***

**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 been a more effective team member during the calculations phase. I left these too late and relied heavily on the CAD for dimensions rather than doing them early and estimating dimensions.

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

I learnt that I should try to communicate with my team more effectively and ask for their inputs on what the overall dimensions should be and how I should go about calculating them.

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

A team member was quite inactive for a weekend due to real life situations; therefore, I was understanding when he couldn’t do any work.

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

***Team member 1 name: Max Gu***

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

Amazing at CAD, really worked hard in this department and produced some amazing products.

Any other feedback to offer?

However, didn’t communicate too us well about the CAD model or explain how certain parts were going to operate.

***Team member 2 name: Jawal Trivedi***

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

Did a really good job with the report and its formatting. I initially started off the report, however, he managed to make it look a lot better.

Any other feedback to offer?

***Team member 3 name: Benedict Loeng***

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

Helped me with some of the calculations and provided useful feedback at times when I provided him questions or workings about the calculations

Any other feedback to offer?

***Team member 4 name:***

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

Any other feedback to offer?

**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)

2)