

Individual Work Log

PROJECT NAME:	SmartHealth: Personalized Health Assistant		
STUDENT NAME:	Nguyen Thi Thanh Minh		
STUDENT ID:	104169617	WEEK 1:	Dec 30 th , 2024 – Jan 5 th , 2025

TASKS	STATUS	TIME SPENT	ACTION ITEM/NOTE
Attend seminar on teamwork and leadership.	Completed	2 hours	<i>Reviewed Tuckman's five-stage model of teamwork.</i>
Decide team leader	Completed	1 hour	<i>I was appointed team leader.</i>
Study Eisenhower Matrix for task prioritization.	Completed	1 hour	<i>Applied the method to organize my team's weekly tasks.</i>
Review communication challenges in teams.	Completed	1 hour	<i>Reflected on how cultural differences might impact the project.</i>
Read about leadership styles.	Completed	1 hour	<i>Identified Permissive Democrat as a suitable style for my approach.</i>
Reflected on potential conflicts and resolution strategies.	Completed	1 hour	<i>Noted the importance of respecting diverse perspectives.</i>
TOTAL WEEKLY TIME SPENT	7 hours		

TASKS PLANNED FOR NEXT WEEK	EXPECTED COMPLETION
Begin forming project team and discussing team goals.	Week 2
Draft initial team code of conduct.	Week 2
Research conflict resolution case studies.	Week 2

Summary/Weekly reflection for Week 1:

1. Key Tasks Done / Things Attended

- Attended a seminar on teamwork and leadership, focusing on effective team dynamics and leadership styles.

- Reviewed Tuckman's five-stage model, Eisenhower Matrix, and communication standards for teams.
- Reflected on the role of leadership and potential challenges like conflicts or cultural differences.

2. Key Things Learned About Engineering Technology Projects

- **Teamwork:** Success hinges on aligning team goals with individual goals and maintaining clear communication.
- **Leadership:** Understanding the different styles and selecting the right one can significantly impact team performance.
- **Priority Management:** The Eisenhower Matrix is an excellent tool to manage overlapping commitments effectively.

3. Any Literature Read and Key Things Learned

- Revisited definitions and applications of Tuckman's model and Eisenhower Matrix.
- Explored leadership styles and noted how a collaborative approach (Permissive Democrat) can foster team creativity.

4. Issues/Problems

- None encountered this week, though potential challenges like cultural differences and aligning team goals are anticipated in future weeks.