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

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

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| **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.

1. **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.

1. **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.

1. **Issues/Problems**

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