

MEMORANDUM

TO: Mona Anita Olsen, Professor
FROM: Matthew Teng
RE: SMART Semester Intention Evaluation
DATE: May 12, 2018

This memorandum will discuss what my evaluation of the process and keeping myself accountable towards achieving my SMART semester intention.

Process:

I am trying to gain new skills through updating my personal website manually, that is, not using Wix, WordPress, Squarespace, etc. and by engaging in another technical project with several other students that I can display on my website. Both of these will contribute to my professional portfolio.

In terms of keeping myself on track with my semester intention, I have maintained a steady and consistent work schedule towards the aforementioned project, which has been successfully completed. After which, I updated my résumé with information related to this project and listed this class as a part of my important coursework. With regards to updating my LinkedIn portfolio, it is still in the works as I have actually lost access to it recently because an unknown person has tried to access my account several times in the past week, so as soon as this has been resolved, I will resume updating my portfolio.

Lastly, my personal website will host all the work for this final project once all the materials have been completed; however, I do have a template so far to put the materials in. I am not quite happy with how my website was structured with respect to adding these materials, but due to time constraints, I have not been able to redesign it as I like. For now, when I submit this final project, I will keep the design as initially planned, but I will have future iterations of my website.

How I held myself accountable:

Throughout the semester, I have been working at least 5 hours per week on the technical project I mentioned earlier, with 3 other people. I was able to keep myself consistently on track with this project primarily because of my teammates, who set recurring meetings for everyone to work together, weekly. Everything else that was a part of my semester intention is somewhat related to this class and its final project, so this is another way in which I have kept myself accountable.

Regards,
Matthew Teng