

Final Reflection Memo

To: Dr. Kate Skipsey
From: Parker DeBruyne
Date: April 7th, 2023
Subject: Team Feedback



Over the last term I had the immense privilege of collaborating with Pedro Augusto Gonçalves Gomes Amaral, Hayden Dunstan, and Justing Eng on the final project for ENGR 240—this memo provides a brief report on the effectiveness of our team dynamic, our triumphs and challenges, and lessons learned.

When the four of us began, we quickly identified each member's strengths, weaknesses, interests, and schedule availability in regards to completing a large writing assignment together. The course chapter on team dynamics helped significantly during this phase and inspired us to form a team charter, establish roles, and set expectations. Though never referenced since its creation, the team charter laid the foundation for our dynamic and aligned our assumptions about cooperation and was a highly effective tool.

The greatest highlight for our team was a brief meeting outside Clearihue building after the class when our first draft was due; we had a beautiful moment where we realized our final report was nearly finished with what felt like minimal effort—we had worked so efficiently together that we felt unsure of what was left to be done, and lighthearted commented on how other term projects felt like complete chaos in other classes by comparison. We attribute much of our steady-going to the team charter and experienced no conflicts or specific problems.

Another useful tool we utilized was a table of evaluation for team member performance metrics, which allowed us to refine our values for cooperation and establish a mechanism for firing—thankfully, this mechanism was never employed. The values we identified include the following:

- Responsiveness
- Leadership
- Accountability
- Communication
- Initiative
- Productivity
- Equity

Table 1 illustrates the criteria we set for ourselves when evaluating team member effectiveness:

| Criteria | Very good | Pretty Good | Acceptable | Unacceptable |
|-----------------------------|---|---|---|--|
| Scoring | 3 | 2 | 1 | 0 |
| Responsiveness | 6 hours | 12 hours | Up to 24 hours | More than 48 hours |
| Leadership / Accountability | Understands the needs of others, sets deadlines, and delegates work accordingly | Understands the project, delegates work, and sets deadlines appropriately | Understands what needs to be done for the project, and sets deadlines appropriately | Does not understand what is required to be done in the project. Only delegates work to others. |
| Communication | Clear, honest, assertive, empathetic, active listening | Open minded, impersonal, calm and adaptable | Disagrees professionally, expresses opinions and difficulties | Interrupts, Rude, Unprofessional, Closed to opinions |
| Initiative | Regularly will propose and explore new ideas on their own | Will occasionally propose new ideas and volunteer to help with other's | Does not propose their own ideas but will volunteer to help with others' | Like a potato, will not do anything unless told to do so. |
| Productivity / Work Quality | Does the work they are expected to do and is able to help others | Does work as expected prior to deadline | Does meet deadline and quality, but just barely | Like a dead fish. Fails to meet deadlines and quality |
| Equitable share of tasks | Attempts to take as much work as appropriate | Either takes a bit too much or too little work | Does their share as given; does the bare minimum or excess | Fails to meet expected work amount or changes others' |

Table 1: Group expectations criteria

Pedro Augusto Gonçalves Gomes Amaral

Pedro displayed great leadership throughout our project and his remarkable time-management skills, patience, and assertiveness moved us steadily forward towards our deadlines. Specifically, his contribution to the gantt chart in Milestone 2 and presentation abilities in Milestone 4 were appreciated by the team. Using the rubric above, I award Pedro 17/18 points.

Hayden Dunstan

Hayden was a steadfast and well-humored presence in our team. He showed adaptability, patience, and persistence during Milestone 3 and the Client Report as he contributed significantly to the bulk of our writing. Using the rubric above, I award Hayden 17/18 points.

Justin Eng

Justin was remarkably adaptable during the term and rose to meet unique requirements with talent and self-initiative. He filled a variety of roles during Milestone 2, Milestone 3, and the Client Report and skillfully crafted our tables and figures by hand. Using the rubric above, I award Just 17/18 points.

Conclusion

The most valuable thing I learned during this project was to let go of control and open myself to the ideas and talents of others. Historically, I have hijacked projects and I see now how this behavior can limit team potential. Though I actively attempted to improve in this area, it is a new skill for me and I faltered at times; I aim to retain a receptive mentality for the remainder of my professional journey.

Thank you, Kate, for an impactful, memorable, meme-filled experience and for allowing me to attend.

I wish you the absolute best,

— Parker DeBruyne