**Reflection #1**

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**Work Location:** Seneca College (Center for Development of Open-Source Technology – CDOT)

**Format:**  Work from Home

**Look Back**: Not taking note as well as checking the team chat frequently in result, I was a few times late for the group meeting as well individual project meeting. It is not a great start with this.

**Elaborate**: The Team is using a new platform that I have never used before, so I thought that when there is a new notification, the windows would have alert me somehow or at least notify me, but it seems that as if I minimize the chat, but I am still inside the group, the app assume I am still monitor it.

**Analyze**: When I look back to this, as it is not happening only 1 time, but many times, I know I need to find a solution to avoid this happen in the future. What I notice was that the app still assume that I am on the chat and reading it while the app is minimize. It would only alert me when I close the app, which is pretty inconvenience.

**Revised Approach**: Alternative method I could use is I can put the app into a dedicated spot on the screen, does not have to be too big but big enough for me to take a look once in a while and notice if there is anything going on.

**New Perspective**: It might be good idea if I have the team chat open somewhere where it is convenience to look at, as I will not just miss the important information but also avoid any late or miss meeting, which is not professional.