ENGR 240 Spring 2025

Memo

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| To: | Monika Smith |
| From: | Tanuj Dargan |
| Date: | 3rd April 2025 |
| Re: | Reflection Memo – Self and Team Evaluation for Report 3 |

**Topic & Purpose**

The purpose of this memo is to reflect on my individual performance and my team’s overall collaboration during the Report 3 client project. Through this evaluation, I aim to identify strengths and areas for improvement to support my growth in future team-based projects.

**Memo: Reflection on Client Project and Team Participation**

1. **Thoughts on the Course’s Client Project**  
   The client project was an engaging opportunity to apply course concepts to a real-world scenario. What was appealing was the hands-on experience in working with a client, understanding their needs, and developing a tailored solution. It provided a valuable insight into professional expectations and real-world problem-solving. However, the project also came with challenges, such as aligning team schedules, ensuring clear communication, and managing unforeseen obstacles in the project timeline.

**Observations & Challenges**  
However, the scale of the report and the continued need to cross-reference data from multiple sources, such as our survey findings and official UVic documents, proved challenging. From ensuring the survey results were handled ethically to interpreting them correctly in the feasibility report, there were many moving parts. Additionally, scheduling team meetings around everyone’s availability sometimes required last-minute adjustments.

1. **Aspects of My Participation in the Team Project That Were Successful**

* **Active Contributions:**  
  I contributed to the research on current AI-based sorting technologies, including assembling information from online sources like Digi-Key for cost estimations. During our meetings (as recorded in the appendices), I often took the lead in clarifying questions about budgeting and wrote portions of the discussion and recommendation sections, ensuring that all references matched the findings.
* **Collaboration & Communication:**  
  I regularly attended all team meetings, actively offered suggestions on the work breakdown structure, and helped coordinate tasks to meet deadlines. I also assisted in proofreading the final sections of the feasibility report before submission.

1. **Areas for Improvement in My Participation**  
   Though I committed to each deliverable, I occasionally got caught up in smaller details (like reformatting references or double-checking citations) at the expense of big-picture elements, which slowed my overall progress.

**Goals I Will Set Myself to Keep Making Progress:**

* Balance detail-oriented tasks with broader project goals by scheduling specific “big-picture” review sessions for myself.
* Communicate more proactively when I need help or become uncertain about a part of the assignment, so that tasks do not get delayed.

1. **What aspects of your team project worked best and why?**

* **Clear Work Allocation:**  
  Our team assigned tasks according to each member’s strengths (e.g., data analysis, writing, or editing). This alignment made each portion of the report move forward at a steady pace.
* **Meeting Structure:**  
  Based on our recorded meetings (Appendices 6–11 in the report), we consistently used agendas and action items, enabling us to stay organized. Having rotating roles (timekeeper, process facilitator, team leader, recorder) also ensured that each meeting had purpose and direction.

1. **What do you think was least successful and why?**

* **Initial Misinterpretations:**  
  In reviewing our meeting notes, we realized that we misunderstood certain instructions regarding how to format slides and the feasibility report. This confusion led to reworking portions of the project from scratch, especially the presentation slides.
* **Limited Sample Size for the Survey:**  
  Our survey data only captured 10 responses, which might not fully represent the larger campus population. A broader sample would have given us stronger evidence for the feasibility analysis.

1. **Were you satisfied with the overall team dynamics? What helped the team work well together?**

I was pleased with our overall team dynamics. We respected each other’s ideas and used a constructive approach to resolving issues. Explicit by-laws and a shared sense of responsibility were critical. The scheduled weekly meetings, integrated with regular Discord check-ins, facilitated prompt communication and motivated us to remain diligent about deadlines.

1. **Did you experience any difficulties or problems in team dynamics? What did you (or the team as a whole) do to address these problems - i.e. how did you, or the team, try to solve the problems you encountered?**

* **Scheduling Conflicts:**  
  While minor, we sometimes struggled to accommodate everyone’s availability. We resolved this by agreeing on a fixed time and place (the UVic library at 3pm on Fridays) and using Discord for urgent items.
* **Document Version Control:**  
  With multiple members editing the same sections at once, it was easy to overwrite each other’s progress. As a team, we created a shared folder and established a “sign-out” rule for editing, so only one person at a time was responsible for final changes.

1. **Do you feel one or more of your team members contributed distinctly or significantly to the project’s overall success? How so? Please explain.**

Yes. Each member contributed in a distinct, meaningful way:

* Antonio: Stepped up as a frequent recorder and often structured the meeting agendas. Antonio also handled budgeting details for the feasibility report.
* Abdullah: Helped compile survey analysis and integrated findings into our discussion sections.
* Tanuj: Provided technical insight for the proposed design solution and handled the concluding sections.
* Vidit: Organized tasks, particularly ensuring references and formatting were consistent.

Their willingness to take on specialized tasks boosted our project’s quality and kept us moving forward.

1. **Do you feel any team member or members did not equitably contribute to the team project? How so? Please explain.**

No, I felt that each member, including myself, gave consistent effort. While we had some variance in how many hours a particular person spent, those differences were due to specific roles (e.g., editing vs. writing). Overall, the distribution of workload balanced out by the end. Moreover, I think any feeling of a member not giving consistent effort should be disregarded to an extent given the varying schedules and circumstances.

1. **What’s your overall assessment of the team project? What did you learn as your main take-away?**

* **Overall Assessment:**  
  We successfully delivered a thorough feasibility report on AI-powered waste sorting. Despite a few small hurdles in understanding instructions early on, the final product met our objectives and aligned with UVic’s sustainability goals.
* **Main Takeaway:**  
  The experience underlined the value of reflection, organization, and open communication. I learned that regular check-ins, combined with clearly defined roles and responsibilities, are pivotal to a successful collaborative effort especially on projects requiring both technical and communication skills.

Thank you for taking the time to review this memo. If there are any questions or points needing further clarification, please let me know. I appreciate the opportunity to reflect on my performance and look forward to applying these lessons on future collaborative projects.