During the completion of the project management analysis report, our team worked closely together to ensure that tasks were completed efficiently and that our common goals were achieved. From the beginning, we clearly defined the main objective of the team: to submit a high-quality report on time, comprehensively analyse the issues arising from project management, and provide practical recommendations.

We decided to use consensus decision-making, making decisions collectively through group discussions. Each member’s opinions were valued, and when differences arose, we reached a consensus through discussion. This approach not only ensured a diversity of opinions but also gave each member a sense of responsibility and ownership over the project’s outcome.

In task distribution, we combined individual division of labour with collective cooperation. Each person was responsible for different parts according to their strengths, but for key areas, we discussed and revised the work collectively. We also set clear deadlines for each task to ensure the project moved forward on time. If someone was unable to complete a task on time, we communicated in advance and helped or adjusted the assignment to ensure that overall progress was not affected.

Although the group did not hold regular weekly meetings, each member tried to attend every meeting, and we always had clear discussion topics. If someone was unable to attend, they were expected to inform the group in advance and follow the progress through the meeting minutes. We also included some buffer time in the schedule to ensure that unexpected events would not significantly affect the project timeline.

Overall, this group collaboration strengthened our skills in communication, teamwork, and time management, providing valuable experience for future team projects.