**Midpoint Self-Assessment**

**A Lesson I Learned About Myself**

While working on this project, I’ve come to realize that I naturally gravitate toward client-facing roles and act as a bridge between our team’s technical processes and the client’s understanding. I’ve consistently taken the lead in explaining software development concepts in a simple and digestible manner, especially since our client has limited technical experience. However, I also became aware, through peer feedback that I sometimes repeat questions or miss prior discussions, which indicates a need for better internal information retention and note referencing.

**Why This Lesson Matters**

This lesson is critical for two reasons. First, being an effective communicator is not just about translating technical details but also about active listening and retaining team knowledge so as not to slow down progress or create redundancy. Second, as someone who enjoys being in a client-interfacing role, reliability and preparedness are essential to gaining client trust and credibility. If I occasionally forget key internal updates, it could erode both team efficiency and client confidence. This awareness will help me grow not just in this project but also in future roles where I aim to work in product management or client engagement in tech.

**How I Will Change**

Going forward, I plan to strengthen my internal consistency and information recall. My strategy includes the following tangible steps:

* Before every meeting, I’ll spend 10 minutes reviewing past meeting notes and key decisions from our Slack/Notion/Docs to ensure I’m aligned.
* I will use a simple summary tracker (e.g., a single Google Doc or Notion page) where I log major client or team decisions for quick access during discussions.
* I’ll ask one team member to flag me (privately if needed) if I seem to be repeating or missing info so I can reflect and improve in real-time.
* Lastly, I’ll ensure my contributions in meetings remain focused and concise, allowing space for others while keeping discussions moving.

By making these improvements, I believe I can continue to contribute strongly to team health (where I scored highly) and improve on consistency and reliability (where feedback indicates room to grow).