

## **MEMORANDUM**

**DATE:** May 17<sup>th</sup>, 2019

**TO:** Ms. Lisa Ramirez, Lecturer

**FROM:** Shanique Saldano, SCS

**SUBJECT:** Document Design Collaboration Memo

This memo serves as my reflection on my collaborative efforts while working on the document design assignment.

### **Commencement**

We began our collaborative work on the assignment by first introducing ourselves and exchanging contact information for easy communication. We decided to split the assignment in two, with one person redesigning the brochure and the other redesigning the flyer. Through this effort, we would be able to timely complete the assignment as well as evaluate and make changes if necessary to the documents. I redesigned the brochure while my classmate redesigned the flyer and after our revision process, Mr. Belgrove merged the documents and emailed it for submission.

### **Challenges**

This assignment proved to be more of a challenge as compared to other collaborative assignments I encountered in the past. My classmate and I had different class schedules and were limited to communicating mostly in the night. Moreover, this was my first experience working in a team on an assignment which required mostly creativity and implementation of design principles. I found it challenging to incorporate my creative ideas with my team mates due to a lack of communication and also because this was the first time I encountered an assignment of this nature.

### **Success**

Overall I view the assignment as a success, not only because we were able to complete it on time but also because it gave me a new experience and I was able to learn from some of our shortcomings. Specifically, my teammate and I began discussion on our assignment later than we should have. If we had begun our discussion when the assignment was issued we probably would have progressed more efficiently in our efforts. Nevertheless, my classmate did a very good job in communicating given the difference in both class hours as well as his daily working hours.

### **Conclusion**

This collaborative assignment was unique to me and although I wish my classmate and I had begun our work on it earlier, I am grateful for what it did teach me. I learned that, regardless of whether you believe you understand an instruction or not, it is always best to read it so that if it is unclear, it can be quickly clarified and explained. Also procrastination always leads to haste and can result in a poorer quality of performance.