

MEMORANDUM

DATE: May 17th, 2019

TO: Ms. Lisa Ramirez, Lecturer

FROM: Shanique Saldano, SCS

SUBJECT: Proposal Collaboration Memo

This memo serves as my reflection on my collaborative efforts while working on the Campus Safety Research Proposal as Team Ares.

How did we progress?

I am very grateful for the teammate I received while working on this research proposal. All our work was equally divided and we were very punctual on meeting our deadlines. We had a very good communication throughout the project and my teammate was very dependably and hardworking. We divided our work as we progressed through the problem and solution section; however, we still ensured to give ideas and feedbacks to each other's work. Our weekly progress reports were divided as well. One week I would be responsible for drafting our progress report while my teammate made revisions and the following week we would rotate the responsibility. Ms. Virianne was excellent in posting deadline reminders to our group chat and I was very efficient in submitting all our assignments.

Challenges and Success

The biggest challenge I encountered on this research proposal was balancing its work load as well as my assignments for other classes. We had minor issues in communicating due to class schedules and work time and did our best to accommodate each other's time for meetings. This proposal was a success for me because I am very happy and confident in the work we produced. The success of this proposal was heavily influenced by dedication my team mate and I put into it. I have encountered research proposals before; however, this specific assignment proved to me that the work is only as hard as we decide to make it. Although we had a lot of information to research and summarize, the collaborative efforts of my teammate and I made it seem a lot easier.

Conclusion

From this assignment I learned that even if two people have completely different interests or backgrounds, so long as they have the same goal and want the same end results, they can accomplish their mission. My teammate and I were clear on what we wanted to accomplish and we did our very best to reach our goal. I am thankful for my team mate because without her the proposal could have more stressful. This assignment has also given me a more positive outlook on working in teams.