My Personal Log- RIVER

- **What did I do?**

Early on in the project I was identified as the team leader of the group. I had to make sure that throughout the project both internal and external deadlines were met. I used Microsoft Project to help with this planning.

⬤ decided early on in the project that he didn't want to use WhatsApp for communication so I took on the role of forwarding information to him from the group chat. I also provided a good amount of support when his motivation was low, including with his whole degree, making him feel part of the team and ensuring he doesn't get stressed.

I also made a big contribution towards tidying up the excel analysis and making it look presentable for the wiki.

Finally, I made sure everyone in the group had a task and that motivation was sky-high throughout the whole project.

- **How do I think and feel about this?**

It felt natural for me to stand up as the team leader of the group. I enjoyed getting to know everyone's personalities such that I could assign the roles which optimizes the performance of the group.

Motivating every member of the group through the trickiest of situations is something I also enjoy. As a musician I have already developed these skills of determination and pushing ideas forward and I felt in control of the majority of situations.

The biggest concern was using Microsoft Project. Usually I plan using my calendar to assign dates and meetings. However I felt excited to use this new software and to see whether it may be of use for future endeavours in business.

- **What did I think about but not say (or what did I want to say but didn't?**

I tend to have a more gentle approach with motivating people. Being hostile within a team sets a bad image of a leader and members won't respect you as much. There were times when I had to motivate members of the group for which they didn't listen or take on any of my advice. I could have been a bit more stern and forward with my motivation to get them working again but I had to balance not creating a negative atmosphere in the team.

- **How well (or badly) did it go?**

Overall the project work was done to a very good standard. Despite the slow progress at the start, we were able to pick up the pace at the beginning of the Easter holiday. Once we set up smaller teams for the smaller tasks, such as MatLab and Excel, members were able to complete their side of the work to a high standard.

I would have liked to have seen some members contribute more to these aspects of the project, even with my motivation. However, I do understand that sometimes there's only so much you can do to motivate people to come and do the work.

Meetings in general had a good structure of events that I was able to coordinate. The group had a positive energy which meant that work was done whilst keeping everyone happy with minimal disruptions.

- **What will I do differently next time?**

I certainly do have the ability to be sterner with members of the group who aren't pulling their weight. If I was stern this could have pushed the group to complete the tasks to a higher standard and get everyone the marks they deserved. I also felt that I left some of the Microsoft Project software to the last minute because I was scared of the new software. Spending more time using it at the start, experiencing it in the lab and having a meeting earlier with Dr Rayman would have meant the MS Project would have been completed to a higher standard.

- **What have I achieved?**

I have been able to develop my excel skills in presenting data, refining my knowledge of macros and navigation in the software to create presentable data which is accessible to all.

Using the MS Project software for the first time was interesting. It allowed me to see planning in a different light. Sadly, the light is not quite the same as my way of planning dates and meeting but it was an experience nevertheless.

Overall, I felt I achieved creating harmony within a group of different personalities and degrees. Despite some more challenging members of the group, I was able to get them to submit work on time to push the group project side of things forward.

- **What have I learnt about myself?**

I have learnt that I do enjoy motivating members to do work but can certainly improve being more stern. Despite being an extrovert, I do exhibit introvert qualities that I feel makes a suitable team leader. I also continue to enjoy trying out new programs and finding solutions to problems quickly and efficiently, which reinforces for me a good degree choice!

- **How does what I have been doing lead me to be better at a skill?**

Organising different roles within a large project is something I haven't experienced that much in my life. I feel that this unique opportunity has allowed me to understand how projects work. You don't necessarily have to do one job at a time, but instead spread out roles and completing multiple tasks at the same time. It's given me some real life application to the Decision Mathematics I have come across at A-Level. Overall, it has developed my understanding and application on project planning and project optimisation.

- **How can I use this to plan for the future?**

As a trainee teacher it is vital that I can plan lessons effectively and meet in-school objectives on time. I want to keep motivation high for every student who walks into my classroom and so it is vital that I keep the extrovert characteristics there so I excite students into the world of mathematics.

In contrast, learning about having a line of effort that needs to be crossed for every student and being stern where necessary will really help when motivating even the most challenging students who don't care about their Maths grade in secondary school. I feel this experience has really helped me develop for my teaching career.

- **(How) can I use this to plan new learning experiences?**

I hope to become a team leader soon in the University of Surrey as a student life mentor who takes care of first years in student accommodation. I hope to use the skills of team leadership from this module for this leadership role such that then I can further develop my skills in understanding a variety of different backgrounds and build my interpersonal skills between new students.