

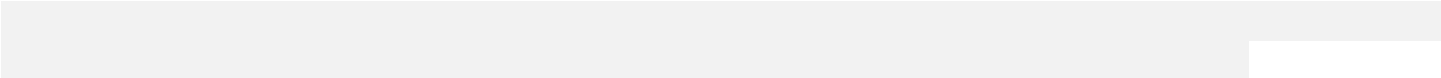
**Reflection #3**

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Reflection #3

Though I learned many new things, as I have done before, this past month has challenged me. I was mainly the member in my team maintaining most of the communications between us and our client (Tory Hegrenes, VB Tiki Tours); there were days my team was unable to attend our meetings due to scheduling conflicts, so I felt pressured in my interviews/discussions with Mr. Hegrenes. I had no one to fall back on but myself. Truthfully, I do not think I handled the Teams meeting with Mr. Hegrenes all that well, but these are the circumstances I was dealt with. Not much I can do but push on.

In terms of the report and the presentation, I mainly coordinated which sections my other team members would complete. Although balancing coursework in this internship with coursework from my other classes was a hassle, I succeeded. On the report itself, I handled the team introduction down to the company information. One of my team members handled the risk assessments, and the other handled the next steps. Of course, considering the size of the risk assessments section, I completed the NIST and SWOT analysis sections.

It was probably best to notify them, but I found my team's work on the report rather lackluster. There were grammar issues, typos, and a lack of substantial content. So, I ended up appending to and redoing parts of their sections of the report. On the week of the dry runs, we

had not even drafted a presentation; I assumed we had another week of drafting. I ended up drafting the presentation myself since there was little time to collaborate. It could be stated that my team was “winging it.”

### **Conclusion**

So far, this past month taught me how to balance my workload. I realize I may have to assert myself more in the future. However, despite the lack of team collaboration (i.e., working together simultaneously), we managed to draft a sizable report and presentation for our client. Mr. Hegrenes was also satisfied with an early draft of the report. I also feel confident about myself knowing that my refinements to the report paid off.