

COE 347 – Team Member Rating Form

As a team, complete and submit this form with each OpenFOAM Assignment and Final Project.
See next page for detailed instructions.

Section A

Group #:	
Assignment:	
Nr of members:	

Section B

1: Team Member	2: List of Contributions	3: Contribution Score (0-100)	4: Contribution Factor
		TOTAL = 100	

Section C

Concerns:	
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Section D

On behalf of all team members: (SIGN BY TYPING YOUR NAME)	
Date:	

Instructions

Step 1: Fill out Section A.

Step 2: List all team members in Section B (Column 1).

Step 3: Discuss as a team and write down a brief *List of Contributions* to the assignment for each team member (Column 2).

Step 4: As a team, assign and write down a *Contribution Score* between 0 and 100 for each member (Column 3). The *Contribution Score* should be consistent with the *List of Contributions*, 100 being indicative of the most contributions. Contribution Scores should sum to 100 across all members.

Step 5: Calculate the *Contribution Factor* for each member and write it down (Column 4). The Contribution Factor is calculated by multiplying the Contribution Score by $N/100$, where N is equal to the number of members.

Step 6 (Optional): Write down any concerns you have about the functioning of your team in Section C.

Step 7: Have one team member act as the Secretary by filling out and signing by typing their name in Section D on behalf of all team members.