1.   SELF/PEER ASSESSMENT FORM

Project Name:	Automatic Eforensic Analysis System (AEAS)		
Your Name:	S M Ragib Rezwan		
Your ID	103172423	**Date**	**24th May 2023**

Self/Peer Assessment Form

The main purpose of this form is for all Team members to reflect on their interactions, but it may also be helpful in resolving disputes over the relative contributions of Team members.

Using the **Self and Peer Assessment Form** below
1.   List the members of your Project Team
2.   Enter a score between 0 and 5, for categories A to J for all members of the team (see Section 3 for definitions)
3.   Further provide detailed comments on each member

(adapted from Winger-aunty, S. 1990. University of Wisconsin-Stout Modified by Pheroza Daruwalla and Ian Knowd, 1994.)

No.	Team Member Names (including yourself)	A	B	C	D	E	F	G	H	I	J	*Total*
1	S M Ragib Rezwan	4	4	4	4	5	4	5	4	4	4	**42**
2	Mafaz Abrar Jan Chowdhury	5	5	4	5	3	4	4	4	5	5	**44**
3	Harrison Zito	4	4	4	4	4	4	4	4	4	4	**40**
4	Joe Sutton Preece	3	4	3	3	3	4	4	4	4	3	**35**
5	Thanh Nguyen	5	5	3	4	5	4	4	4	5	4	**43**
6	Robert Findlay	4	4	4	4	4	4	4	4	3	4	**39**
7												
8												
9												
10												

Self/Peer Review

Detailed Comments:

No.	Team Member Names	Comments
1	S M Ragib Rezwan	Honestly, it's a bit difficult to speak about myself objectively, but will try my best. I would usually be the one taking the meeting minutes during all meetings in an extremely verbose manner and provide them in the format documented in the meeting minute's folder. Thus I would usually be the one sitting beside the meeting room going through stuff in advance, proof reading everyone's work and noting down questions/ confusions whilst waiting for the rest to the team to arrive. I would also be the one to do the content aspect of the documentation type work that others would be reluctant to take and would usually be the one asking for feedbacks the most and submitting the work early. Unfortunately, its difficult for me to organise and communicate my thoughts, causing me to write down my ideas and rephrasing them several times until the teams understands me.
2	Mafaz Abrar Jan Chowdhury	He always tries to take a big amount of work form the get go. This leads him to becoming burdened and unable to complete all of them on time (leading to reallocation of those works with the team). But the work that he does submit is always of high quality. His communication skills are top notch, garnering attention and inspiring everyone to work together as one. He usually plans ahead and preps up possible agendas for the meetings before they begin. So, although he is a bit tardy from time to time, he is dependable to get the job done before the final deadline

3	Harrison Zito	His communication skills are top notch, garnering attention and inspiring everyone to work together as one.
		He usually plans ahead and preps up possible agendas for the meetings before they begin. So, although he is a bit tardy from time to time, he is dependable to get the job done before the final deadline
		He is extremely good at documentation and formatting of reports, leading to him handling almost all of the formatting aspects of our documentation. Also, his work is of really good quality and his ideas and suggestions are usually to the point.
		Although he is quite eager to take in work, he usually isn't able to communicate that across from the get go. But he would still be the one to take the initiative to do the strenuous work of latex-ifying the documents. Furthermore, he would also be present in all formal and informal meetings on the dot.
4	Joe Sutton Preece	He is extremely enthusiastic in technology and almost legendary in case of UX design and Github maintenance. Unfortunately, he is usually a bit reluctant in documentation type tasks, leading to his low initiative for the current tasks at hand.
		Currently, he still hasn't been able to find his balance with his new job and coursework, leading to him being unable to finish his assigned work on time and missing some meetings. But he would usually inform the team about it in advance before deadline, allowing the team to further divide his tasks and complete them before the deadline
5	Thanh Nguyen	He would always be the one leading the work and providing feedback to everyone. His writings are usually top notch and to the point. Furthermore, he is extremely enthusiastic about the work, joining the team meetings physically whenever he can (even being present 1-2hrs before the meeting officially starts)
		Unfortunately, his communication skills are sometimes slightly confusing, making it difficult for the team to understand what he is trying to get at. But even so, he would still keep trying and would ensure that the team understands his words

6	Robert Findlay	He is a wizard in terms of virtual machines and can set up docker containers, alongside testing/ setup programs, on the fly. He is extremely good and finding and setting functional aspects of software and would usually be our go to in case of understanding obscure documentation regarding any functionality. Furthermore, he is extremely enthusiastic and fun to have around. Unfortunately, he doesn't really like documentation type tasks and thus doesn't usually show much effort or initiative in taking work. But he is always dependable in getting his work done on time and it would be full of in-depth research on the assigned topic
7		
8		
9		
10		

2.   Project Client Review

Review the Project/Client experience below. Be critical but fair in your assessment

Questions	Yes/No
Client provided a clear vision for the students	Yes
Client was available to the students in the first week	Yes
Client is available for every meeting	No
You felt Client answers all students questions satisfactorily and clearly	Yes
You felt Client provides complete and clear requirements	Yes
The Client usually answers all the emails	Yes
The Client usually answers all the emails within a few days	Yes
The Client keeps changing the requirements	No
The Client communicates regularly	No
It is easy to communicate with the Client	Yes
The Client gives conflicting statements in different meetings	No
The Client provides constructive feedback	Yes
The Client provides (or helps in acquiring) all the required resources for the project (e.g. hardware, software, reading material etc.)	No
Based on the outcome produced are the project expectations realistic for the first 12 weeks involvement?	Yes
I am finding it a good experience with the Client	Yes
Dealing with the Client is relatively easy	Yes
Issues with the Client are dealt with professionally	Yes
Any Additional Remarks!	

3. Categories

A. Quantity of Work
  - 0   – Did nothing, was uninvolved.
  - 1   – Does enough to get by.
  - 2   – Occasionally exceeds standards, needs improvement.
  - 3   – Satisfactory. Does more than what is required.
  - 4   – Very industrious. High Quality. Consistent.
  - 5   – Always exceeds productivity standards. Outstanding.

B. Quality of Work
  - 0   – Careless. Makes frequent mistakes. Assignment suffers.
  - 1   – Mistakes frequent enough to question results.
  - 2   – Work is basically correct.
  - 3   – Accurate when and where it really counts. Satisfactory.
  - 4   – Almost always accurate in all areas of contribution.
  - 5   – Outstanding. Perfect quality. No mistakes.

C. Communication Skills
  - 0   – Blunt, discourteous, does not listen, antagonistic, distant, aloof.
  - 1   – Sometime tactless. Approachable and friendly once known by others.
  - 2   – Agreeable and pleasant. Warm, friendly, sociable and listens.
  - 3   – Always very polite and willing to help. Very sociable and outgoing. Listens and understands.
  - 4   – Courteous and very pleasant. Excellent at establishing good will.
  - 5   – Inspiring to others. Artful listener. Really understands.

D. Initiative
  - 0   – Displays no self-starting characteristics. Acts without purpose.
  - 1   – Puts forth little effort. Requires prodding, sets no speed records.
  - 2   – Puts in minimal effort to get task completed.
  - 3   – Strives hard. Desire to achieve.
  - 4   – High desire to achieve. Always puts in a solid days work.
  - 5   – Sets high goals. Self-starter with high motivation. Constantly goes beyond call of duty.

E. Efficiency
  - 0   – Work is invariably late.
  - 1   – Work occasionally completed on schedule.
  - 2   – Work usually complete on schedule. Some contribution to minor problem solving.
  - 3   – Work always complete on schedule.
  - 4   – Work complete. Consistent in defining and resolving major problems.
  - 5   – Work invariably done ahead of schedule. Imaginative. Can be counted on to make major contributions.

F. Personal Relations
  - 0   – A very disruptive influence
  - 1   – Is a source of some friction
  - 2   – Causes no problems.
  - 3   – Satisfactory, harmonious.
  - 4   – Is a positive factor.
  - 5   – Respected by others. Presence adds to environmental stability.

G. Group Meeting Attendance
  - 0   – Never attended any meetings. Showed no interest.
  - 1   – Occasionally attended. Would commit and then not show.
  - 2   – Sometimes uncooperative in planning schedule. Hard to get in touch with.
  - 3   – Would attend. Usually late.

Self/Peer Review

4 – Could be counted on to attend.
5 – Never missed a meeting. Always on time.

H. Attitude and Enthusiasm
0 – Poor disposition, uninvolved, indifferent.
1 – Unenthusiastic, biased.
2 – Half hearted.
3 – Positive demeanour.
4 – Positive attitude and spirited.
5 – Exuberant and eager. Positive influence. Inspiring to others. Team builder.

I. Effort
0 – Puts forth no effort. Expects others to carry the load.
1 – Puts forth some effort.
2 – Displays enough effort to get by.
3 – Solid contributions.
4 – Strives very hard. Energetic.
5 – Self starter. Consistently goes beyond call of duty.

J. Dependability
0 – Uninvolved. Unreliable.
1 – Unsteady, but tries somewhat.
2 – Occasionally would come through. Inconsistent.
3 – Needs some improvement. Suitable.
4 – Very trustworthy. Could be counted on to take responsibility.
5 – Always responsible. Kept the group together and in the right direction. Steady influence.