

OPEN-ENDED PEER EVALUATION: FORM PEER2

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Team	<u>Team Q</u>		
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PEER2 – TEAM PDCA

PDCA = Plan, Do, Check, Act. It is the basic quality improvement process. Take a moment to reflect on your team's work, then answer the following questions:

TEAM FEEDBACK	YOUR ANSWERS (USE AS MUCH SPACE AS NEEDED)
What did my team do best?	We were good at delegating tasks among the members of our group then combining them together when it came time for it.
What do we need to change or do better?	Most of the programming was done by Collin and myself so we should make smaller tasks for the less programming-experienced of our group to still contribute code.
What other suggestions for improvement do you recommend?	Nothing much else, we meet regularly and stay on top of deliveries.

PEER2 – TEAM MEMBER PDCA

Please give some thought to each team member and your experiences working with them. Provide some feedback and make some helpful suggestions to improve the future performance of the person. One idea for thinking about improvement suggestions is to ask yourself “What do I wish the team member had done MORE of during the cycle?” and “What do I wish the team member had done LESS of during the cycle?”

Please make at least one improvement suggestion for each of your teammates.

Replace the letters in the TEAM MEMBER column with the team member's names. Rating code (1 = inadequate to 5 = superior, the step or increment is 0.5. For example: 1, 1.5, 2, 2.5.....). Each team member will give a rating to all other team members. Each rating will be a different number between 5 and 0.5. Everyone should not be a 5.0! Give at least one improvement suggestion to each team member. You do NOT rate yourself

YOUR RATING WILL NOT IMPACT THEIR GRADES IN ANYWAY. USE THIS TO HELP YOUR TEAM MATES LEARN ABOUT THEMSELVES.

GIVING INCOMPLETE OR NON THOUGHTFUL FEEDBACK **WILL IMPACT *YOUR GRADE***. Please take time to do this well.

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Created by William L. Honig for Loyola Univ. Chicago, COMP 330, Fall 2019.