

Manager's Report

Name: _____ Activity: _____

Evaluation

On a 10-point scale (1=low 10=high), how well did you fulfill each responsibility?

- _____ Helps the team get started quickly and remain focused.
- _____ Takes care of time management; keeps an eye on the clock.
- _____ Makes sure that all voices in the team are heard and respected.

Muddiest Points

What parts of today's activity (or last week's) is your team still confused about?

Recorder's Report

Name: _____ Activity: _____

Evaluation

On a 10-point scale (1=low 10=high), how well did you fulfill each responsibility?

- _____ Records the important aspects of group discussions, insights, etc.
- _____ Guides consensus building process; helps team agree on responses.
- _____ Ensures that accurate revisions happen after class discussions.

Key Concepts

Summarize the most important concepts and insights that your team learned today.

Presenter's Report

Name: _____ Activity: _____

Evaluation

On a 10-point scale (1=low 10=high), how well did you fulfill each responsibility?

- _____ Communicates questions and clarifications with the instructor and other teams.
- _____ Ensures that all team members reach consensus before asking outside sources.
- _____ Presents conclusions of the team to the class, when requested by the instructor.

Reporting Out

Which questions did you present to the class? Summarize your answers and comments.

Reflector's Report

Name: _____ Activity: _____

Evaluation

On a 10-point scale (1=low 10=high), how well did you fulfill each responsibility?

- _____ Observes team dynamics and behavior with respect to the learning process.
- _____ Reports to the team periodically during the activity on how the team performs.
- _____ Be ready to report to the entire class about how well the team is operating.

Team Assessment

What was a strength of your team today? How could your team improve next time?