|  |  |  |
| --- | --- | --- |
| Criteria | Evaluation | Remarks |
| Attended team meetings |  |  |
| 1 – Week 2 – Below Average 3 – Average 4 – Above Average 5 – Superior | | |
| Communication |  |  |
| 1 – Week 2 – Below Average 3 – Average 4 – Above Average 5 – Superior | | |
| Proactivity |  |  |
| 1 – Week 2 – Below Average 3 – Average 4 – Above Average 5 – Superior | | |
| Complied tasks |  |  |
| 1 – Week 2 – Below Average 3 – Average 4 – Above Average 5 – Superior | | |

**Team Member evaluation**

How would you rate the team members in each of the following areas? Please assign a rating on a scale from 1 to 5, where 1 represents "Week" and 5 represents "Superior". Decide what grade to give for each criterion write it down in column “Evaluation” and give an argument for it in column “Remarks”.

**Format in student system:**

Team Lead evaluates Team Member;

Attended team meetings – evaluation: <?>/5, <remarks>;

Communication – evaluation: <?>/5, <remarks>;

Proactivity – evaluation: <?>/5, <remarks>;

Complied tasks – evaluation: <?>/5, <remarks>;