**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”.

|  |  |  |
| --- | --- | --- |
| Criteria | Evaluation | Remarks |
| Attended team meetings |  | Attended on all team meetings in personal and online. |
| 1 – Week 2 – Below Average 3 – Average 4 – Above Average 5 – Superior | | |
| Communication |  | Very good communication skills with all team members. |
| 1 – Week 2 – Below Average 3 – Average 4 – Above Average 5 – Superior | | |
| Proactivity |  | Gave suggestions about resolving team work problems and was ready to get his/her tasks in hands. |
| 1 – Week 2 – Below Average 3 – Average 4 – Above Average 5 – Superior | | |
| Complied tasks |  | Complied all the tasks assigned to him/her. |
| 1 – Week 2 – Below Average 3 – Average 4 – Above Average 5 – Superior | | |

**Format in student system:**

Team Member evaluates Team Member;

Attended team meetings – evaluation: 5/5, Attended on all team meetings in personal and online.

Communication – evaluation: 4/5, Good communication skills with team members.

Proactivity – evaluation: 4/5, Gave suggestions about resolving team work problems and was ready to get his/her tasks in hands.

Complied tasks – evaluation: 5/5, Complied all the tasks assigned to him/her.