A black and red sign with white text

Description automatically generated**Project reflection and peer review**

**Note: This form will be kept private without being disclosed to team members.**

**Project Title: <Project Title>**

**Group Name: <Group No>**

**Team Member List: <List All Project Team Members’ Names - Student IDs >**

Project reflection (1500 – 3000 words):

*Write a reflection on your learning process and contribution to the project. Add a detailed comment about the project, final deliverables and how your team worked together. Where possible, provide evidence to support your reflection.*

Use the instructions in the end to fill in the scores (0-5) for each category A to G:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Team Member** | **A** | **B** | **C** | **D** | **E** | **F** | **G** | ***Total*** |
| *Your name* |  |  |  |  |  |  |  |  |
| *Your team member’s name* |  |  |  |  |  |  |  |  |

**<Add new rows if needed.>**

Detailed Comments:

*You must demonstrate that you and your team members have met the learning outcomes for this unit. Therefore, your comment should reflect on each team member's learning process and provide evidence of their contributions to the project.*

|  |  |
| --- | --- |
| **Team member** | **Comments** |
| *Name* |  |
| *Name* |  |

**<Add new rows if needed.>**

**You will evaluate each team member, including yourself, based on the following categories. Assign a score between 0 and 5 for each category:**

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

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

1. **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.

1. **Group Meeting Attendance**
2. – Never attended any meetings. Showed no interest.
3. – Occasionally attended. Would commit and then not show.
4. – Sometimes uncooperative in planning schedule. Hard to get in touch with.
5. – Would attend. Usually late.
6. – Could be counted on to attend.
7. – Never missed a meeting. Always on time.

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

1. **Effort**
2. – Puts forth no effort. Expects others to carry the load.
3. – Puts forth some effort.
4. – Displays enough effort to get by.
5. – Solid contributions.
6. – Strives very hard. Energetic.
7. – Self-starter. Consistently goes beyond call of duty.
8. **Dependability**
9. – Uninvolved. Unreliable.
10. – Unsteady, but tries somewhat.
11. – Occasionally would come through. Inconsistent.
12. – Needs some improvement. Suitable.
13. – Very trustworthy. Could be counted on to take responsibility.
14. – Always responsible. Kept the group together and in the right direction. Steady influence.

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