

Score		Dependability	Intellectual Contribution	Overall Contribution	Quality of work and amount of effort	Interacting with teammates	Having related knowledge, skills and abilities	Score
1		Almost never turned in anything OR often missed meetings	Almost never offered anything new or helpful	Very small (contributed their own individual sections only)	Does not do a fair share of the work AND delivers sloppy or incomplete work	Is defensive and refuses help, complains and makes excuses, interrupts, ignores, bosses or mocks teammates	Missing basic knowledge and skills to be an effective team member, unable or unwilling to develop knowledge or skills needed	1
2		Got things done, but usually late OR sometimes missed meetings	Occasionally came up with useful ideas	Minimal (contributed to small bits of the teams work)	Does not do a fair share of the work OR delivers sloppy or incomplete work	Displays a mixture of the above and below characteristics	Displays a mixture of the above and below characteristics	2
3		Usually got things done on time AND rarely missed a meeting	Often came up with useful ideas	Was an average contributor to the team	Completes a fair share of the teams work at acceptable quality	Respects and responds to feedback, communicates clearly and shares information, listens to teammates and respects them	Demonstrates sufficient knowledge, skills and abilities to contribute to the team's work, acquires knowledge and skills needed to meet requirements	3
4		Almost always got things done on time AND rarely missed a meeting	Helped shape the narrative of the work, it would not have been the same without them	Was an above average contributor to the team	Does more OR higher quality work than expected	Displays a mixture of the above and below characteristics	Displays a mixture of the above and below characteristics	4
5		Always got things done on time or early AND never missed a meeting	A true leader, largely shaped the final output and story	Was a perfect contributor to the team (created content and helped edit/ improve the work of others)	Does substantially more OR much higher quality work than expected	Asks for feedback and uses it to improve, provides encouragement and enthusiasm, facilitates communication between team members, asks for and shows interest in the ideas of others	Demonstrates the knowledge, skills and abilities to do excellent work, acquires new knowledge or skills to improve the teams performance	5
Points given for each criterion above								Total
You	Lầu Ngọc Quyền	5	5	5	5	5	5	30
T1	Lê Bá Tùng	5	5	5	5	5	5	30
T2	Nguyễn Đỗ Nhật Nam	5	5	5	5	5	5	30
T3	Nguyễn Thuận Khang	5	5	5	5	5	5	30
T4	Đoàn Nguyễn Tuấn Anh	5	5	5	5	5	5	30

Note: enter a score between one and five for each of the seven criterion for you and each of your team members. Then sum the total score for each person in the last column.