Peer evaluation template

Use this form in the stated units of your module to assess your team members performance, including your own, in the group/team assignments. This feedback will not be shared with your team members. However, it will be considered for your final grade for the unit assignments. The full guidance is on the Department page.

Name	Michael Geiger	
Group/Team number or name	Group 1	

Team evaluation

Write the name of each of your group members in a separate column. For each person, indicate the score to which you agree with the statement using the rating scale below. Leave the score **blank if the team member was absent/did not participate at all**.

Rating Scale
1 - Did not contribute in this way 2 - Willing but not very successful 3 - Average 4 - Above Average 5 - Outstanding

Adapted from Carnegie Mellon University.

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Evaluation Criteria	Team member: Imoleayo Ogunseye	Team member: Zihaad Khan	Team member: Jitesh Balakrishnan	Team member: Edward van Biljon
Attends team meetings regularly and arrives on time.	3	5		
Contributes meaningfully to team discussions.	2	5		
Completes team assignments on time.	1	5		
Prepares work in a quality manner.	1	5		
Demonstrates a cooperative and supportive attitude.	2	5		
Contributes significantly to the success of the project.	1	5		

Note: Since the team should consist of 5 people including me, the performance of the team members was evaluated in relation to each other in the quantitative rating.

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Feedback on team dynamics

1. <u>How effectively did your team work?</u>

Team effectiveness must be viewed from two perspectives, the work of the entire team and that of the actual contributing team. The performance of the entire team can only be rated as insufficient, since only two of the original five people worked on the executive summary. Two people left the module on an early stage, another person took part in the meetings irregularly and participated little to the discussion and did not share any contributions or results of their own.

On the other hand, the evaluation of the team members which were actually active can be rated positively. Meetings were held regularly and punctually, results were presented to one another and questions were asked and clarified. Challenges and problems were addressed and solution strategies were developed and discussed. The work and tasks were divided among the acting team members and conscientiously prepared and shared.

2. <u>Were there any behaviours of your team members which were particularly valuable or detrimental to the team? Explain.</u>

As in the first section of the module, Zihaad Khan's helpfulness must be positively emphasized. Through his willingness to share his knowledge with the team members and to help with questions and problems within the scope of his abilities, my personal knowledge and skills could be increased. The exchange of results, problems and challenges has led to better solutions and in some situations also brought the realization that the same or similar problems were identified, so that deeper insights into the website and its security structures could be developed.

Unfortunately, the communication and willingness to participate of the other team members must be rated as obstructive behaviour. While it was already known from the first section of the module about two of the members that they will no longer participate in the module and thus in the team tasks, another member attended the meetings irregularly at the beginning of the second phase of the module, but participated not in the development of the executive summary and did not communicate attendance or non-appearance from the meetings. This made the planning more difficult, as supportive participation in the development of the tasks from this person was planned and expected at the beginning of the second section of the module.

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3. <u>What did you learn about working in a team from this project that you will carry into your next group/team experience?</u>

Working in a team is subject to unforeseeable changes in circumstances and the composition of the team. While the team has shrunk throughout in this module, further changes in the constellation of teams can occur in a company. Team members can leave the company, be absent temporarily or permanently due to illness or other private reasons, or new employees of the company can be integrated into the team. This makes a clear progress plan with a clearly logged history as well as an action plan for the future of great importance, since the work that has been done becomes transparent and a structuring of future tasks can be seen.

Flexibility and adaptability are skills that are of significant importance in relation to changes in the team constellation. The lack of other people who were involved in the executive summary and thus the lack of potential further ideas showed the opportunities and dangers that teamwork poses for a project. Since companies want to keep the human resources and planned time for a project and thus the cost factor as low as possible, unforeseeable complications in the team can jeopardize planning and lead to compliance with the dead line. Time management and the ability to work in a team are therefore additional skills that a team should have. The experience that was gained in this teamwork and that I will take with me to the next projects is that respectful interaction in the team has a high priority, but there should be no reason to address and clarify misconduct openly and promptly. Mutual expectations should be clearly formulated and the respective achievement of the jointly defined goals should be checked.

The behavior mentioned in the first peer review of not making one's own information available to other team members at an early stage was checked, but discarded after a short time. I found that due to the lack of participation by some of the team members, the collaboration and thus the provision of all possible results and work was absolutely necessary in order to be able to do a good job. Since the work was only done in pairs, consultation and mutual support were key to achieving the goals. Furthermore, reflecting on this approach has led me to the conclusion that sharing one's results with team members should incentivize them to contribute, rather than not putting in the effort. This behavior would also have penalized those team members who also contributed willingly and productively to the work, rather than encouraging other members who stayed away from the work to produce their own results.

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Self-evaluation

Indicate the extent to which you agree with the following statements, using the same scale shown on the first page. Provide a self-evaluation total.

Contributed good ideas	4	
Listened to and respected the ideas of others	5	
Compromised and cooperated	4	
Took initiative where needed	5	
Came to meetings prepared	5	
Communicated effectively with teammates	5	
Did my share of the work	5	
TOTAL	**33**	

My greatest strengths as a team member are:

Excellent willingness to communicate.
Good time management and the associated early and detailed provision of the results obtained.
Willingness to take on a variety of tasks.

The group work skills I plan to work to improve are:

Open communication of expectations to team members and, if necessary, addressing misconduct.
Problem management in the team.

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