

Member Review Form

Reviewer:	Reviewee:	Date:	Stage:
James Dyer [jd556]	Jamie Ghoorbin [jdg23]	20190303	4

Punctuality	8/10
Generally arrives at meetings within a reasonable amount of time, and gives warning if he foresees any possible delays. He also warns the group while planning a meeting if it would occur shortly after one of his personal commitments, so the effects of such delays may be mitigated.	

Work Ethic	8/10
Always clarifies his understanding of a task before starting any work, which always ensures that all members are on the same page with regards to expectations of his work and its outcomes.	

Quality of Work	9/10
Documents and emails written by Jamie tend to be clear, well-structured and concise.	

Overall	9/10
Jamie readily communicates with the rest of the group and clarifies misunderstandings as soon as they arise. He tries to ensure that all members know when they can expect each other's work to be done, so that jobs with dependencies on other jobs can be scheduled beforehand.	

Areas of Improvement
Jamie should spend more time on maintaining his personal health, as his ability to work quickly diminishes when ill.

Additional Comments
Action should be taken to ensure Jamie stops overworking himself when ill, as failing to rest prevents him from recovering.