Capstone Team Evaluation Form - Instructions[[1]](#footnote-1)

The purpose of the attached form is to collect information from you to ensure that the grading of the capstone project is fair to all team members. Your project advisor will use this information to determine the number of points awarded to each of your team members. Please take your responsibility seriously and make every effort to be fair and objective. Your evaluation is confidential. Please sign the form signifying that you agree.

**Instructions:**

Write the names of your team members on the form. Beside the name of each team member, write a score of 0 to 25 to reflect your impression of that person’s contribution to your team’s total effort for each of the 4 criteria listed. **Do not evaluate yourself**. These scores will be summed. The average of all team scores will be applied to determine how much of your team’s total score will be shared by each individual team member. To decide the score, think primarily of the commitments that the individual made and how well he/she adhered to that commitment.

Your capstone advisor will be grading the team project on the basis of its quality on academic merits. Your score will provide input to determine how much each team member participated. *The final score will be weighted as 60% of the academic merit of the project that the advisor assigns plus 40% of the adjusted team score that reflects your team member’s evaluation of your contribution.*

**Example:**

Suppose the academic merit of the project is 85%. Suppose that Jane committed to performing literature survey of existing techniques and a written summary for inclusion in the team’s final project report and that Jane met this commitment in a timely fashion. Her three teammates gave her scores of 100%. The average of these scores is obviously 100%. Jane would receive:

(0.6)(85) + (0.4)(1.00)(85) = 85

Suppose that one of Jane’s teammates, Al, committed to coding the main algorithms and providing these for the final demo. Suppose that Al was not only late in turning in his code, but that the team judged the work to be of poor quality. His teammates gave him scores of 74, 79, 69, which averages to 74%. Al’s score for the project is:

(0.6)(85) + (0.4)(.74)(85) = 76.16

Capstone Project Team Evaluation Form – Your Evaluation

**Print Your Name:**

**-----------------------------------------------------------------**

I agree to take the responsibility of this evaluation seriously and make every effort to be fair and objective. I understand that the evaluation is confidential.

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# Signature Date

**Team Project: Assign a score of 0 to 25 points for *each* of the four criteria.**

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| --- | --- | --- | --- | --- | --- |
| **Team Member (Print)** | **Attendance in meetings** | **Timeliness of deliverables** | **Quality of deliverables** | **Overall contribution to the project** | **Total score** |
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1. This form was originally developed by Prof. James T. Luxhoj, Dept. of Industrial and Systems Engineering, Rutgers University, and has been slightly modified by Prof. Bajwa for Capstone purposes. [↑](#footnote-ref-1)