|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Self** | **Jack** | **Megan** | **Daryl** | **Jasmyn** |
| ***Attendance in team meetings*:** Present at all team meetings except where at previous commitments conflicted with the time and the absence was agreed upon with team members | 5 | 5 | 5 | 5 | 5 |
| ***Timeliness***: Completed assigned tasks on time | 5 | 5 | 5 | 3 | 5 |
| ***Collaboration:*** make a genuine effort to work effectively with all others. Open-minded, objective, respected others ideas, positive | 4 | 4 | 5 | 4 | 5 |
| ***Planning and task definition:*** helped develop and support the work breakdown structure | 4 | 4 | 5 | 3 | 5 |
| ***Effort:*** experimented a high level of interest and commitment to the project | 4 | 4 | 5 | 3 | 5 |
| ***Oral communications:*** contributed to the presentation and spoke clearly during presentations and responded knowledgeably to questions | 5 | 5 | 5 | 4 | 5 |
| ***Written communication contributions:*** preparation of the specifications and drafting the reports | 4 | 5 | 5 | 3 | 5 |
| ***Technical support:*** provided technically creative and insightful ideas to the effort | 4 | 4 | 4 | 4 | 4 |
| ***Business side:*** Contribution to development of the business aspects of the project (business canvas or business plan) | 5 | 5 | 5 | 5 | 5 |
| ***Problem-solving:*** set priorities. Developed and implemented solution. Monitor progress and adjust direction as needed. | 5 | 5 | 5 | 5 | 5 |
| **Total (50)** | 45 | 46 | 49 | 44 | 49 |

**Rating Scale**

1. Did not contribute in this way
2. Willing, but contribution not very successful or useful
3. Average contribution. Date what was required
4. Significant or above average contribution. Did more than what was required
5. Outstanding contribution. Did much more than was required. Made a great difference to the team and to the project.

Other comments: