# **Work Integrated Learning – Project**

# **Peer review form**

To complete your peer review, you need to:

1. Perform a self-review of your own performance. (see section 1 below)
2. Write a review for each team member (see section 2 below).
3. Obtain reviews from written about you from your team member (see section 3 below).
4. Write a reflection (see section 4 below).

**1. Self-review**

Review your own performance by describing the following:

1. What is your role in this team?
2. What is your contribution so far (both in terms of quantity and quality)?
3. Comment on your professional conduct e.g. make yourself available for meetings, shows up to meeting (on time), respect other team members, willingness to help, positive attitude, provide constructive feedback, submit on time etc.
4. How can you do better? How can you better contribute to the team?
5. Rate your performance out of 10.

Write your self-review below.

Your name: Evey-May Buckton

1. Quality manager and configuration manager

2. I have done my best to contribute well to the group and fulfill all of my designated tasks as well as contributing ideas to the planning process of the project.

3. I believe I have shown a professional manner and have attended all group meetings and responded to all messages in the group chat.

4. I have not yet attended a client meeting due to my stint in hospital, I plan to attend all future client meetings.

5. 8/10

**2.1 Review Team members**

Review each of your team member by describe the following for each team member:

1. What is this team member’s role?
2. What is this team members contribution so far (both in terms of quantity and quality)?
3. Comment on this team member’s professional conduct e.g. make him/herself available for meetings, shows up to meeting (on time), respect other team members, willingness to help, positive attitude, provide constructive feedback, submit on time etc.
4. Provide any constructive suggestion for this team member on how s/he could better contribute to the team.
5. Rate this team member out of 10.

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Week 4 Peer Reviews

Reviewer’s name: Evey-May Buckton

Reviewee’s name: Liam Preston

1. Requirements Manager, Business Analyst and Assessor Liaison

2. Liam has contributed a lot to our team, he has contributed to all of the planning documents and has done his part to fulfill the roles he was assigned.

3. Liam is very professional; he has great communication within the group chat and attends all group meetings.

4.  At this stage I have no negative things to say, Liam has been a great, professional and contributing member of the team.

5. 10/10

Reviewer’s name: Evey-May Buckton

Reviewee’s name: Harvey Shaw

1. Project Manager and Client Liaison

2. Harvey has contributed well to the team, organising all responsibilities between team members, setting up initial documentation and creating planning workspaces.

3. Harvey is very professional; he has great communication skills, attends all meetings and presents himself in a professional manner.

4.  I have nothing negative to say about Harvey, he has been a great project manager and has been very professional in his work.

5. 10/10

Reviewer’s name: Evey-May Buckton

Reviewee’s name: Andy Chen

1. Testing Manager

2. Andy has contributed very little to the planning documents and the things he has contributed are not of a professional standard.

3. Andy has been very hard to communicate with, has not attended group meetings and does not respond often in the group chat.

4.  Andy would benefit from communicating with the team more to get guidance on how to structure his document sections as well as attending more of the meetings to keep up to date on project progress and planning updates.

5. 4.5/10

**2.2 Feedback Received**

Reviewer’s name: Liam Preston

Reviewee’s name: Eve Buckton

1. Quality Manager and Configuration Manager

2. Eve has contributed a lot to this group. She has played a major role in getting things organised and getting her fair share of the work done

3. Eve is very professional. She is open and communicates very well making it easy to know when she is free or busy. She will always be one of the first to make it into our teams calls and on top contributes a lot to the team calls.

4.  there is nothing negative to say about Eve. She has been a great team member

5. 10/10

Reviewer’s name: Harvey Shaw

Reviewee’s name: Evey-May Buckton

1. Evey is the Quality Manager, Configuration Manager, Chief Designer

2. Evey has been a fantastic help in completing many sections of the documentation that we have completed so far to a great degree of quality. As quality manager, Evey has consistently been making sure that all documentation is of high standard and makes sure that formatting and quality is consistent across the board. Evey has also created a GitHub repository that we will make use of in future for source code control. Evey’s work has been extremely beneficial to the team so far.

3. Evey is very professional and always attends group and client meetings on time. She frequently makes useful and helpful contributions to group discussions. Even with her busy schedule, Evey has endeavoured to ensure she always makes herself available for meetings and discussions. All deliverables that she has completed have been on time.

4.  I have no constructive suggestions for Evey, I look forward to working with her in the future and am confident she will be a great asset to the team.

5. 10/10

Reviewer’s name: Andy Chen

Reviewee’s name: Eve Buckton

1. Eve is Quality Manager, Configuration Manager, Chief Designer.

2. Eve is almost do everything she is a really awesome teammate

3. She attends every team meeting and contributes greatly to the team. I am not a native speaker so it is actually difficult for me to communicate with them. The level of articles I write is not enough professional and I have an internship to deal with. Thank you so much Eve for helping the team Make up for my unprofessionalism.

4. Actually, she does everything she is the best I am really appreciate her help the team a lot.

5.  10/10

**3. Reflection**

You need to read the feedback written for you by your peers and reflect on this. When reflecting, you are encouraged to think about:

1. What have you learnt from working on this project so far?

How to correctly present project proposals for a client.

Professional collaboration in group work.

1. Whether you think the reviewers’ comments are fair or not, and provide reason.

I believe they are fair and match up fairly closely to what I believe I have contributed to the project thus far

1. Whether you think the reviewers’ comments are useful or not, and provide reason.

Yes, it is good to know that my efforts are satisfactory, and I am on the right track in regards to professionalism in team work.

1. How would you take the reviewers’ comments to improve your work/process?
2. Comment on teamwork: How can your team collaborate better? How can you work better with your team members? How can you influence your team members to work better as a team?

I believe another mode of communication may help us to to collaborate more effectively as it seems teams is not everyone’s preferred mode of communication.