**Peer & Team Performance Review**

(Based on MIME Capstone Design Teams)

The purpose of this peer review is to:

* Assess each team member’s performance based on designated roles and responsibilities.
* Evaluate whole team performance as measured against assignment requirements.
* Propose strategies to improve team performance.

1. **Peer Performance Assessment**

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| --- | --- | --- | --- | --- |
| **Team member name** | **Designated roles and responsibilities** | **Rating for roles** \* | **Two collaborative strengths of this team member.** | **Two areas of improvement for this team member.** |
| Trevor Bramwell | Lead Editor | 5 | 1. Writing  2. Grammar | 1. Communication  2. Timeliness |
| Zach Wahl | Schedule Coordinator | 5 | 1. Coordination  2. Communication | 1. Captioning  2. Presentation |
| Tyler Franklin | Research and Documentation | 5 | 1. Writing  2. Research | 1. Assertiveness  2. Listening |
| Molly Winterrowd | Coordinating Manager | 5 | 1. Understanding  2. Responsibility | 1. Grammar  2. Bluntness |
| Nathan Duncan | Group Leader | 5 | 1. Leadership  2. Organization | 1. Passivity  2. Formatting |

**\*Rating for Roles and Responsibilities: 5** = Fully satisfied responsibilities in a timely manner. **4** = Fulfilled most responsibilities in a timely manner. **3** = Fulfilled most responsibilities; occasional lapses did not compromise timeliness and/or quality. **2** = Fulfilled some (but not all) responsibilities; negatively impacted timeliness and/or quality. **1** = Fulfilled very few responsibilities; negatively impacted timeliness and/or quality.

1. **Rate your team’s collective performance this term (A, B, C, D, or F):\_\_A\_\_**
2. **Proposed strategies for team performance improvement:**

The team as a whole worked well together to produce a recommendations report. Together we all could have worked on communication a little better. We had several scheduled meeting times, but responses to availability per group member were not always consistent. In the future responding to scheduled times should be a priority for team work.