

223 Midterm Assessment (Fall 2017)

This is meant to spark a conversation among teammates about the team's status and decide if you need to revise your project goals. You CANNOT change your primary goal (\$100/per person in hours or dollars or stuff), but you can revise your secondary goals.

What is your team #? *

5



Please describe any revisions you need to make to any of your project goals. Make sure you list: 1) the original goal, 2) the proposed revision and 3) why you would like to change it. I reserve the right to reject changes if the intention is to make the project easier for you because of poor planning or execution to date. Please make sure you justify the change. *

We'll need to change our 3rd SMART goal - there's no way we'll be able to wrap filming by November 1st. Due largely to lengthy turnaround in communicating with the Boys and Girls' Club, we'll need to push that back to November 19th. We don't think this will affect our goal of submitting the project to the client by November 30th.

What percentage of your PRIMARY goal to you have completed? (money not turned in doesn't count). *

15%, as we have an idea of what the client wants, and can begin filming.

Describe your SECONDARY goals and explain how you're progressing with them. Use concrete terms and percentages, when applicable. For the secondary goals, please just focus on the REVISED goal if applicable *

Our group has 3 secondary goals:

1. To achieve an average of 10 working hours per student on the project. - 10%
 2. Submit the project deliverables to the client for review and approval by November 30, 2017. - 0%
 3. Finish filming and begin editing the raw footage by November 19, 2017. - 0%
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Percentage of AGENDAS submitted on time, in full and correctly (look at the thoroughness of posts as well as whether or not they're following directions - your team might need to revisit the directions in Forums to be sure). *

100%

Percentage of MINUTES submitted on time, in full and correctly (look at the thoroughness of posts as well as whether or not they're following directions - your team might need to revisit the directions in Forums to be sure). *

100%

Percentage of meetings that are fully attended (excused absences are still absences) *

100%

Is your website / portfolio fully up to date? *

☒ Yes

☐ No

On a scale of 1-5 (1 meaning “not at all” and 5 meaning “definitely”) do you feel all team members are contributing equally: *

	1	2	3	4	5	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Definitely

Please list your team members (first and last names), their formal roles and summarize their contributions to date (both in terms of fulfilling their roles AND in terms of contributions to primary and secondary goals). *

Harry Manny - Historian - Has collected physical documents, evidences of team activities

Tim Ford - Treasurer - Gantt chart, tracking team work hours

Alex Shaw - Webmaster - built team website, kept it up to date

Bree Lehnen - Mediator - technical expert, project logistics coordination

Ellen Plutchak - Liason - Coordinated meeting and communication with client

Luke Dahleen - Treasurer - Gantt chart, coordinating interaction with group 19

Robert Zacchigna - Recorder - Produced minutes and meeting agendas

On a scale of 1-5 (1 meaning “not at all” and 5 meaning “definitely”) do you feel your team meetings are productive: *

	1	2	3	4	5	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Definitely

What will you as a team do to make your meetings more productive? *

We're making a Kanban board to track project progress, and each member or subteams can take on project tasks. More generally, our group will plan the next meeting more rigorously, at the end of the current meeting.

How would you grade your group's progress to date: (Effort is commendable, but focus on what you've actually accomplished) *

☒ A

☐ B

☐ C

☐ D

☐ F

Provide a rationale for this grade by citing specific team accomplishments or problems: *

Our project has hinged on our interaction with the client, which has been difficult. Our group members have all been doing their jobs. Our recorder has been meeting his deadlines for meeting minutes, our website is up to date, and all our team meetings are well-documented. We're regularly reaching out to our contact with the Boys' and Girls' Club.

What changes will you make to your team's plan / habits / timeline based on this assessment? How are you going to revise what you're doing to help you achieve your goals? *

1. Adjusting the role of the treasurers in the group.
 2. Using a Kanban organizational board to track progress
 3. Reach out to group 19 and film with them jointly.
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Is there anything else you'd like me to know about your team, member involvement, and/or your progress? *

Our team has had difficulty maintaining contact with the Boys' and Girls' Club. We have been doing what we can to move the project along, but as of this submission, we haven't received her storyboard, which is supposed to guide our filming and editing. However, our group is still accomplishing weekly tasks, and we're moving the project along, albeit at a slower pace.

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