

## DSCI 591 Team project reflection

The purpose of this individual report is to give you an avenue to present your viewpoint as to how the project went, how the group worked together, and your role in the group. Each group member must complete this form to report on the contributions of **yourself** and the other group members. That information can, if needed, be used to adjust final grades of individuals. This is a private report, meaning that none of your classmates will see this report.

Evaluate each member of your group by writing the number that best reflects the extent to which he/she participated, prepared, helped the group excel, and was a team player. Use the following ratings:

Rating	Description
4	Usually (over 90% of the time)
3	Frequently (more often than not)
2	Sometimes (less than half the time)
1	Rarely (never or once in a great while)

**Preparation.** Prepared for group meetings and presentations; has spent time becoming familiar with the material relevant for the project; understands the project's goal and expectations; does what they say they will do on time; attends and is on time to group meetings and presentations.

Group member name	Preparation rating
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**Participation & communication.** Articulates ideas effectively when speaking or writing; work is without grammatical errors; listens to others; encourages others to talk.

Group member name	Participation & communication rating
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**Helps group excel.** Expresses great interest in group success by evaluating ideas and suggestions; initiates problem solving; influences and encourages others to set up high standards; doesn't accept just any idea but looks for the best ideas; stays motivated from beginning to end of project.

Group member name	Helps group excel rating
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**Team player (cooperation).** Knows when to be a leader and a follower; keeps an open mind; compromises when appropriate; can take criticism; respects others.

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Group member name	Team player (cooperation) rating
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Below, briefly describe the specific contribution(s) each team member (**including yourself**) made to your project. Point form is fine. Specifically, comment on the following areas:

- how the team worked together as a whole, including:
  - what was your role in the group? That is, what sort of things did you do to contribute to the evolution of the project?
  - what were the roles of others in your group?
- what went well and poorly throughout the team project experience?

**Attribution:**

This team work document was derived from similar documents created for the University of British Columbia's SCIE 300 (by Eric Jandciu, Jackie Stewart and Bruce Dunham) and STAT 404 (by Will Welch)