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**Topic**: Performance Review Standards

Performance Reviews will be performed at the end of each sprint. They will take into general account the code reviews for each member as well. We have decided to utilize a straightforward, comprehensive checklist to assess each member's performance.

Below is the checklist:

- Was the member consistently present for meetings?
- Did the member actively participate in meetings?
- Did the member deliver/complete their assigned tasks on time?
- Did the member properly communicate any issues encountered in completing their assigned tasks during the sprint (either by creating a process issue on the Kanban board or by other means (discord, whatsapp)?
- If stuck at some part of the project, did the member take help from the peer as a part of their collaboration process?
- Is the member optimistic about constructive feedback?

Due to time constraints in Assignment 2 (internally Sprint 2), the intention is to deliver this checklist as a non-anonymous survey via a webform (Google Forms or a similar tool) to each team member, who will rate every other member besides themselves (using above checklist). In future Sprints, the performance reviews might be performed orally, and openly, during the final SCRUM meeting of a Sprint where all team members are present.