

# IT Capstone – IFB399

**Evaluation of Team Performance by Project Owner**

## TEAM NAME: Team TREE

Purpose:

This evaluation item is **formative** (does not count for marks), however maintaining it as an accurate record of team meetings with the project owner is a mandatory aspect of the unit. It forms part of the documentation teams must show during meetings with their tutor. It was introduced as a way to improve the collaboration between academic supervisors, project owners, tutors, students and other relevant parties to manage and verify the progress on the assigned project.

Project owners are invited to award the group a rating (please circle a box) at the conclusion of each meeting they have with the team. This could be done at each meeting, but it is crucial that feedback is provided at least monthly. Each rating should be based on the progress a team has made on their project since the previous meeting, and the impression the project owner has about the technical and general workplace skills of the team.

It is the students’ responsibility to print this form, to ensure it is completed at each meeting, and to bring it to their review meeting. **If no meeting** with the project owner is held between two tutor meetings, then the students are to indicate this in the “comments” box, and to explain why this happened.

Guidelines:

* If the team fails to attain a MEETS EXPECTATIONS rating for any meeting (i.e. receiving a rating of WELL BELOW or BELOW EXPECTATIONS) it is vital for the project owner to provide WRITTEN comments for the student’s feedback (please enter under Comments).
* Meetings where the team attains WELL BELOW EXPECTATIONS or BELOW EXPECTATIONS ratings will be specifically discussed in the teams next sprint meeting with their tutor.



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**DATE EVALUATION COMPLETED: 5 AUG’22 PROJECT OWNER: Dr. Shailesh Palekar, QUT**

*An evaluation is expected to be completed at least fortnightly.*

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| **Domain** | **Below Expectations** | **Meets Expectations** | **Above Expectations** |
| *Product & Progression* | The students did not demonstrate significant progress on their project. The goals established at previous meetings have not been met, and no satisfactory explanation was offered for this. | The students demonstrate progress on their project that is **at the expected level** of competency for final year students. | The students demonstrate progress on their project that is **well above** the expected level of competency for final year students. |
| *Process & Teamwork* | The students do not appear to function well as a team. The contribution between students may be unequal and there may be significant issues with communication. | The students appear to be working **well** as a team, however, not all students are aware of the progress of others. The team integrates the feedback received. | The students appear to be working **very well** as a team with all students contributing equally. Communication is well managed, and all team members have clear roles in the project. All students offer feedback and integrate effectively the feedback received. |

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| MEETING ATTENDANCE (Please list which team members attended the meeting. If all members attended than just state ‘all.’) ALL ATTENDED the first team-client meeting in Week 1 (25 Jul’22) |
| COMMENTS: Informed the team project management & dev required for this phase. Solution and overall scope confirmed. Tasks set for teams to complete such as full project plan, roles & responsibilities, initial architecture, designs and tech specs to be utilized for coding. Meeting schedules set for Wk 3, 5, 7, 9, 11, 13. Work completed will be reviewed in the meeting in Wk 3. |