Evaluation rubric

# Valid for all milestones

The evaluation rubric below presents the standards adopted by Team Tetrahedron when evaluating each of its members by the end of each milestone. The goal of this rubric is to standardize as much as possible the different aspects of the evaluation and provide clear boundaries between the different degrees of work quality.

|  | **Score** | | | |
| --- | --- | --- | --- | --- |
| 1 - Did not reach expectations | 2 - Did not fully reach expectations | 3 - Reached expectations | 4 - Exceeded expectations |
| **Group participation** | | | | |
| **Attendance in meetings** | Participated in less than 25% of the meetings. | Participated in more than 25% but less than 50% of the meetings | Participated in more than 50% but less than 75% of the meetings | Participated in more than 75% of the meetings. |
| **Interaction during the meetings** | Interacted in less than 25% of the meetings. | Interacted in more than 25% but less than 50% of the meetings. | Interacted in more than 50% but less than 75% of the meetings. | Interacted in more than 75% of the meetings. |
| **Interaction outside of the meetings** | Very seldom interaction in the group chats. | Answered shortly and did not actively participate in the discussions. | Interacted in some discussions, but did not | Participated actively in most discussions and provided. |
| **Team work** | Not a team player, does not share his / her ideas with the group, thus leading to miscommunication. | Average team player, requires motivation from the team leader in order to be engaged in discussions. | Great team player, working well together with others in order to successfully complete the assigned tasks. | Not only a team player but also shows leadership quality and is willing to take further responsibility within the project. |
| **Ownership, deadlines and timeliness** | | | | |
| **Submission of work** | More than 50% of the work was submitted after the agreed deadline. | More than 25% but less than 50% of the work was submitted after the agreed deadline. | More than 0% but less than 25% of the work was submitted after the agreed deadline | Has submitted all the work on the deadline or has provided a justification for any delays. |
| **Team meeting** | Late for more that 75% of the meetings | Late for more than 50% of the team meeting | Late for more than 25% of the team meetings | Never Late |
| **Ownership** | Lacks ownership for the assigned responsibility. | Has owned the responsibility for the task only partially. | Has sufficiently owned the responsibility for the task. | Not only owned the responsibility for the task but has also worked proactively in other tasks. |
| **Quality of tasks** | | | | |
| **Quality of work delivered** | Deliverables are broken or not executable. | Deliverables are executable, but quality of work is poor and clearly needs rework. | Deliverables are executable, but work contains moderate mistakes that require rework. | Deliverables are executable and work is of good quality, even if with small mistakes that require small reworks. |
| **Amount of reviews** | Initial work is unacceptable, and many reviews are needed before the work is of acceptable quality. | Initial work is acceptable, but it can clearly be improved. | Initial work is acceptable and of good quality. | Initial work is not only acceptable and of good quality, but it also presents additional features that add value to the project. |
| **Proactiveness** | Not proactive, shows almost no initiative to go after knowledge and propose new ideas. | Slightly proactive, with a few ideas but of little relevance to the major tasks of the project. | Proactive, presents ideas regularly within the scope of the tasks. | Beyond expectation, not only presenting new and relevant ideas but also seeking to expand his / her own knowledge to find better solutions. |
| **Project related documentation & artifact (Project Repo and Documents)** | Does not document own tasks or provides very poor documentation. | Documentation for own tasks is managed but needs intervention from others or is often unclear. | Documentation created and managed without intervention from others. | Helped in others’ work for creating and managing artifacts. |