

Team 12: Code Corp Final Appraisal Process

Introduction: Performance reviews are an important part of personnel development in any organization. Performance reviews allow an organization to identify individuals for special consideration including merit, raises and promotion, training and development, mentoring and coaching, and reorganizations and restructuring. Performance reviews should also provide feedback, recommendations, and plans to individuals as to how they can grow and improve their individual performance.

Purpose: The purpose of this document is to create a process to determine the grade of each member of this team. The grade would be based on each individual's contribution as a team member and manager. Attached below the process is each team member's peer review.

Process:

1. Read and understand every single requirement of this assignment.
2. Create a standardized template for peer review. This template will have all the required sections per the assignment guidelines from Team: Final Performance - Internal review.
3. Discuss each team member's contribution.
4. Have each team member individually add their personal statement. This personal statement includes sections from our letter to Professor Zolyomi.
5. Have each member individually assess the other team members peer review and comment on specific contributions and leadership qualities.
6. Each individual team member signs and adds agree/disagree comments.

Result:

Anna Rowena:

Extra Meritorious - above and beyond; did more than expected/needed; should consider their effort beyond what one would consider as average for the class; contributed significantly to the success of the team

Meritorious - did what was expected/needed; was valued by the team; should be benefitted/penalized with the team as a whole

Not Meritorious - did less than what was expected/needed; should not benefit from the work of other team members; required other team members to do more work than planned/expected

Comments: Comments and justification attached in the PDF below.

Vi Cao:

Extra Meritorious - above and beyond; did more than expected/needed; should consider their effort beyond what one would consider as average for the class; contributed significantly to the success of the team

Meritorious - did what was expected/needed; was valued by the team; should be benefitted/penalized with the team as a whole

Not Meritorious - did less than what was expected/needed; should not benefit from the work of other team members; required other team members to do more work than planned/expected

Comments: Comments and justification attached in the PDF below.

Jerry Yan:

Extra Meritorious - above and beyond; did more than expected/needed; should consider their effort beyond what one would consider as average for the class; contributed significantly to the success of the team

Meritorious - did what was expected/needed; was valued by the team; should be benefitted/penalized with the team as a whole

Not Meritorious - did less than what was expected/needed; should not benefit from the work of other team members; required other team members to do more work than planned/expected

Comments: Comments and justification attached in the PDF below.

Team 12: Code Corps Performance review

Reviewee: Anna Rowena Waldron

Personal Statement: This quarter has been a fun and challenging time. I have grown as a leader and as a teammate within my group team 12. I was able to show my strengths as a valuable team member and a team manager when it was my turn to manage. I showed up for every meeting determined, and with a set goal of progress and focus on what needed to be accomplished for each meeting. I always offered my help to finalize big projects and papers because I am a strong editor with a great sense of style that can show through my work. I put my full effort into every team activity to ensure our whole team got the grade we deserved through collaboration and discussion. My team skills improved with my group as I learned new ways to discuss solutions until the appropriate solution was discovered. I was valuable in the team to keep our outputs concise and to the point by eliminating confusing wording, or clutter, and focused our outputs into main goals that needed to be accomplished. I was a positive teammate that contributed greatly to a sense of inclusion and understanding to help make everyone in the team feel heard and validated. Our team was a great team, and I am happy to have been a part of it.

Subject Knowledge - Understanding of the class materials

Meritorious - did what was expected/needed; was valued by the team; should be benefitted/penalized with the team as a whole

Comments:

Anna holds a very important role in our group. While me and Jerry can just keep on going with our ideas and opinions, Anna will be the one who can organize them into a proper paper. She knew the topics well and could organize the concepts into something that made sense.

Leadership - Effectiveness of leadership

Extra Meritorious - above and beyond; did more than expected/needed; should consider their effort beyond what one would consider as average for the class; contributed significantly to the success of the team

Comments:

She was also a calm manager that was easy going about the work that needed to be done, including allocating roles, as she would delegate tasks by making sure

other group mates were ok with their tasks. This made a less stressful environment when working close to deadlines.

Anna always thought of ways to optimize our approaches to assignments. Delegating tasks came easy to her and always had her sights on the assignments due the soonest. She kept our attention focused on the task whenever we would sidetrack.

Anna is also very calm when it comes to her time to lead our group. She always knows how to schedule her time very neatly and tidily. Even though we might get messed up or sometimes the assignments are a bit confusing, Anna will always be the person who can help us to work effectively under pressure.

Team Player - Any factors related to day to day group activities and communications

Meritorious - did what was expected/needed; was valued by the team; should be benefitted/penalized with the team as a whole

Anna always let the team know when she would be missing class due to factors out of her control. Even when missing time, she never missed a team meeting. To ensure that she would not miss a meeting, she even attended one in the car during her work break.

Anna was good at clarifying what needed to be done for activities when we worked on them together. She would do her part of the activity sometimes first because of her schedule and it would help set the tone for the rest of the things the rest of the team would add.

I always admire the positivity that Anna brought into our team every meeting. Even though she is very busy with other classwork, Anna never complains about how we divide our workloads.

Effectiveness - Including timeliness and quality of work efforts

Extra Meritorious - above and beyond; did more than expected/needed; should consider their effort beyond what one would consider as average for the class; contributed significantly to the success of the team

Comments:

For the research project, Anna took the lead with developing the research question and explained it to the rest of the team because at first there was confusion. She made it easy to understand and eventually it became clear our objectives, which made the whole report much easier to come up with.

Formatted and took charge of the creation of the team report. She read and reread everything that was on the report. Data that didn't contribute to our thesis were removed. Other interesting data related to human processes were shuffled to better places. She formatted and inserted all of the references in the report using the built in word bibliography tool.

Feedback:

Overall, Anna satisfied all the requirements of leadership, effectiveness, team player, and the subject knowledge required for this class. She displayed extra meritorious leadership and team player skills. For subject knowledge and Effectiveness, Anna has met the expectations from all other team members. She has never missed a deadline, and when asked, would answer any question regarding the course materials.

Recommendations:

We recommend full points to Anna's peer review. We believe she has met the requirements of every single assignment. She displayed managerial skills required to act as a manager of Team Code Corps.

Sign: *Anna Rowena Waldron*

Agree/Disagree: Agree

Comments: I believe this is a good representation of my merits this quarter.

Team 12: Code Corps Performance review

Reviewee: Vi Cao

Personal Statement:

CSS350 is a hard class for both of its content and the practices that it requires us as the students to apply them right away. The course really has encouraged me to step outside of my comfort zone which is to actually lead a group that I usually try not to do before hence. We are the only group that has 3 members which has really challenged us. We have to be responsible for a larger portion of the group assignments compared to regular 4-members group. However, we do not use that to be an excuse for any points that we have dropped over the course. We always work our best to learn and digest any terminology and its definition in order to get the best result in the course.

Subject Knowledge - Understanding of the class materials

Extra meritorious - above and beyond; did more than expected/needed; should consider their effort beyond what one would consider as average for the class; contributed significantly to the success of the team

Comments:

Vi went above and beyond during the creation of our presentation. He suggested templates for us to use and created his own table to show information. The data that was imputed into the table were found from various hard-to-find sources.

Leadership - Effectiveness of leadership

Meritorious - did what was expected/needed; was valued by the team; should be benefitted/penalized with the team as a whole

Comments:

Vi is a great manager who was always going above and beyond to ensure all our activities and group work was done in a timely manner. He was able to keep our team on track and on schedule with great time management skills and determination to come up with quality outputs.

Team Player - Any factors related to day-to-day group activities and communications

Extra meritorious - above and beyond; did more than expected/needed; should consider their effort beyond what one would consider as average for the class; contributed significantly to the success of the team

Comments:

Vi is also a great team player and was very compromising when it came to rescheduling meetings times when I or Jerry needed time adjustments due to other life happenings. He is consistent with his support for the whole team and with his willingness to adjust to the needs of his teammates.

I admire Vi's positive attitude to every situation we encountered and his consistent determination to do quality work. His above and beyond personality was motivating and made our team work harder and more diligently on all aspects of our teamwork. He is a valuable member of our team that helped make the team as great as it was.

Effectiveness - Including timeliness and quality of work efforts

Meritorious - did what was expected/needed; was valued by the team; should be benefitted/penalized with the team as a whole

Comments:

Out of all of the team members, Vi was the one that was constantly on time in class. He filled others in when they were missing from class and constantly took notes to remember key due dates.

Vi is a great manager who was always going above and beyond to ensure all our activities and group work was done in a timely manner. He was able to keep our team on track and on schedule with great time management skills and determination to come up with quality outputs.

Feedback: Overall, Vi satisfied all the requirements of leadership, effectiveness, team player, and the subject knowledge required for this class. He displayed extra meritorious subject knowledge and team player skills. Vi did a great job this quarter as a manager as well and showed many good qualities.

Recommendations: The only recommendation would be to work on understanding instructions and understanding what is being asked for on assignments. If questions arise, continue to ask them so your time isn't spent doing the wrong thing.

We recommend full points to Vi's peer review. We believe he has met the requirements of every single assignment. He displayed managerial skills required to act as a manager of Team Code Corps.

Sign: *Nguyen Vi Cao*

Agree/Disagree: Agree.

Comments: I believe this is a good representation of my merit this quarter.

Team 12: Code Corps Performance review

Reviewee: Jerry Yan

Personal Statement:

The purpose of this personal statement is to explain my contributions to Team Code Corp. I will discuss my time as a team manager, my role in assisting the team, and the learning objectives of the class. Some Information is gathered from my personal letter to Professor Zolyomi.

As the first team manager, I was responsible to setting up an environment where the rest of the team can openly communication. I chose a private discord channel and added additional blocks for work, special channels for important links, and voice channels for meetings. My first assignment was the Team Charter. There, I proposed an open environment and encouraged the other team members to discuss their solutions for assignments. I believe this team charter was critical for our team's success throughout the quarter. After my team manager position, I did the weekly report for an additional 2 weeks. This was due to the 4th team member dropping the class. Through the rest of the quarter, I participated in every single team meeting. During assignments with more complexity, I would always suggest make suggestions on how to fairly divide up work. When assigned by the team leader, I would always complete what was expected of me. For this assignment, I created a template to rate each team member that satisfies all of the requirements of the professor.

Subject Knowledge - Understanding of the class materials

Meritorious - did what was expected/needed; was valued by the team; should be benefitted/penalized with the team as a whole

Comments:

When one of the team members had a clarifying question Jerry was always ready to help out with an explanation that made sense.

He is always clear of what part each member is responsible for as well as how we can all work together to achieve the best results.

Leadership - Effectiveness of leadership

Extra Meritorious - above and beyond; did more than expected/needed; should consider their effort beyond what one would consider as average for the class; contributed significantly to the success of the team

Comments:

Jerry was our first manager of our team and he really has set the standard of how a manager should be. He is always clear of what part each member is responsible for as well as how we can all work together to achieve the best results.

I also admire how personable Jerry is since he was always in a good mood and would bring laughs to our group meetings and make the group feel closer together. It felt like a true team environment because of the strong leadership skills he has. Jerry is a valuable team member that contributed to an effective and positive team environment.

Jerry is a great manager who took the time to make sure all of our team was on the same page when it came to assignments and details about what we were doing and how we would do it.

Team Player - Any factors related to day-to-day group activities and communications

Extra Meritorious - above and beyond; did more than expected/needed; should consider their effort beyond what one would consider as average for the class; contributed significantly to the success of the team

Comments:

He also helped with assignments whenever someone else needed the support. Especially when I would forget something or would run out of time he was always willing to help out to keep the team running smoothly. It felt great to have such a supportive team member and helped create the supportive environment we had all quarter.

Effectiveness - Including timeliness and quality of work efforts

Meritorious - did what was expected/needed; was valued by the team; should be benefitted/penalized with the team as a whole

Comments:

Jerry is always willing to share his experiences both about class, school and also outside of school. For instance, internship and interview experiences. These are all very valuable and realistic information for me since I can learn and try to look up to him both inside and outside of school.

He is the one who will either volunteer to do the first part to get us all a head start or divide the workload very reasonably. Since we only have 3 people in our group, that job can be very hard to determine and negotiate.

Feedback:

Overall, Jerry satisfied all the requirements of leadership, effectiveness, team player, and the subject knowledge required for this class. He displayed extra meritorious leadership and team player skills. Jerry did a great job this quarter as a manager as well and showed many good qualities.

Recommendations:

The only recommendation that I would make is to work on understanding instructions and what is being asked for on assignments. If questions arise, continue to ask them so your time isn't spent doing the wrong thing.

We recommend full points to Jerry's peer review. We believe he has met the requirements of every single assignment. He displayed managerial skills required to act as a manager of Team Code Corps.

Signature

Zihua Jerry Yan

Comments:

I agree with all comments above about my contributions to this team