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| Team name / number: |  |
| Your name: |  |
| Assignment name / number: |  |

Everyone in my team contributed equally to the task: YES / NO

If you specified ‘No’ above, please provide further information below about the contributions made by each member of your team, including yourself. Assume that you have 100 points to share amongst the members of your team. Distribute these points according to the contribution made by each team member. For example, if there are 4 people in the team and two team members have contributed more than others you may decide to allocate them 30 points each and only 20 points each to the other two team members who contributed less. The total number of points should add up to 100. Please provide valid reasons why you feel a team member’s contribution was less, or more, if applicable. It is worth considering criteria such as the following: did they attend team meetings (or provide valid reasons for non-attending and try to catch up with things as effectively as they could)?; did they communicate well, i.e. keeping each other informed of progress and status?; did they complete the work which was allocated to them within agreed timescales?; did they contribute in other ways, e.g. coordinating, motivating, reviewing work of others?

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| Name of team member | Points | Justification for Points Awarded |
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