

Team Contribution Form

To be used for all team assignments (i.e., mini-project reports, lab reports, etc.)

Assignment Title (e.g. "Mini Project 2")	Lab Progress Report 1
Date	10/8/18

Please write the names of all team members, and assess the degree to which each member fulfilled her/his responsibilities for completing the necessary steps for a successful team assignment. Each form must be signed by all team members and attached to the front of the relevant assignment. Assignments will not be graded unless accompanied by a fully-completed and signed form.

For this assignment, rate *each team member's* level of participation, effort, and sense of responsibility (on a scale of 0 to 5) using the following rubric:

5 - Very Good	Consistently did what she/he was supposed to do, very well prepared and cooperative.
4 - Satisfactory	Usually did what she/he was supposed to do, acceptably prepared and cooperative.
3 - Ordinary	Often did what she/he was supposed to do, minimally prepared and cooperative.
2 - Marginal	Sometimes failed to show up or contribute to team planning/report and discussions.
1 - Deficient	Consistently failed to show up or contribute to team planning/report and discussions.
0 - No Show	No participation at all.

Team members with legitimate excuses for missing team meetings can make up her/his missed contribution by contributing more to other tasks in future team tasks. It is up to the team to determine a fair contribution and process. The maximum score that an individual can earn is the team score for the assignment. Individuals that have been assessed at an ordinary or below rating will have a proportionally lower score than the team score.

Students name and last name	Rating (0 - 5)	Team member's signature
Hendrik DeVries	5	Hendrik DeVries
Mert Yakin	5	Mert Yakin
Arthur Sredhi	5	Arthur T. Sredhi
Justin Won	5	Justin Won