

Team Feedback Form

You MUST fill out this form by TYPING it or WE WILL NOT ACCEPT IT. Just open the form, type into it, save a copy for your records, then upload to the proper assignment location.

Failure to turn in a feedback form OR failure to provide meaningful responses, will result in a loss of 50% of your presentation grade. (for example: "good job!" is not acceptable feedback to provide to your teammates – provide real feedback with real examples! We will average the percentages that were awarded to you by your teammates and scale your project grad accordingly.

YOUR Name:

Team:

PART 1 – Team Member Contribution

- Please be honest in your feedback – this form is to ensure that each team member contributed to the project in equal amounts.
- Please write at least 1-3 SPECIFIC examples for each area (please don't say "they did a good job")

Team Member (list yourself!)	Attendance	Dependability	Quality of Work	Describe at least ONE thing that each group member took the lead on	What percentage of the final grade would you award this member? (100-0)
<i>Ex) Joe Smith – please put full name</i>	<i>Ex) Missed one meeting, but was able to make up the work</i>	<i>Ex) Did their work on time, kept to deadlines</i>	<i>Ex) Only needed minimal editing, answered all questions</i>	<i>Ex) Helped to lead group discussion, wrote the introduction portion of the assignment, etc...</i>	<i>Note: These will be averaged and then applied to the final grade of the project for each individual</i>
Mahadi Hasan	No Absence	He did his work on time. Sometimes worked late, but completed his task before deadlines.	He did his part correctly as instructed and no needed of editing.	wrote the personas, scenario and storyboard portion.	96%
Umme Sabiha	No Absence	She did her work on time and completed her tasks before deadlines.	She did her part correctly as instructed and no needed of editing.	wrote the data collection process portion.	98%
Saide Bin Sabid	No Absence	He did his work on time and completed his tasks before deadlines.	He did his part correctly as instructed and no needed of editing.	lead the group, wrote the affinity diagram and data analysis portion.	98%
Irin Akter Nisha	No Absence	She did her work on time and completed her tasks before deadlines.	She did her part correctly as instructed and no needed of editing.	wrote the introduction portion.	98%

Team Member (do not list yourself)	Would you work with this Team member again?	Overall comments & Comments for Your Team Members (to be shared with your teammates)
<i>Ex) Joe Smith</i>	<i>Ex) yes , but with hesitation because....</i>	<i>Ex) You were super helpful, would work with you again! Next time, be more communicative with your team and respond to emails. Be sure to edit your work carefully.</i>
Umme Sabiha	From my side I agree and I have no problem.	Your active involvement in each task and the way you fulfilled your responsibilities were commendable. Having a team member like you makes a positive impact, and I hope to work with you again in the future.
Saide Bin Sabid	From my side I agree and I have no problem.	Most of the time you led the team, your active involvement in each task and the way you fulfilled your responsibilities were commendable. Having a team member like you makes a positive impact, and I hope to work with you again in the future.
Irin Akter Nisha	From my side I agree and I have no problem.	Your precision in creating the report after we completed our respective tasks was impressive. I enjoyed working with you, and I look forward to the opportunity to collaborate again.

(THERE IS ANOTHER PAGE TO THIS – PLEASE KEEP SCROLLING OR FLIP OVER)

PART 2 – Final Comments: *Do you feel that you team worked effectively together? What do you think contributed to the success/failure of your group work? Do you have any comments or concerns about this project? (please write something in this area to receive credit)*

Yes, our team worked effectively. The success is attributed to active participation, dedicated efforts, and strong leadership. No specific concerns; overall, a positive collaboration. Looking forward to future projects together.

PART 3 – Anything that I need to know? *Group dynamics, problems, etc... (please write something in this area to receive credit)*

For your clear instructions and our team work, we didn't face much problem doing this work.

Please TYPE your FULL name here to certify that you personally filled out this form and believe everything to be accurate and true: _____Mahadi Hasan_____