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: D**

**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)** |
| --- | --- | --- | --- | --- | --- |
| *Ex) Joe Smith – please put full name* | *Ex) Missed one meeting, but was able to make up the work* | *Ex) Did their work on time, kept to deadlines* | *Ex) Only needed minimal editing, answered all questions* | *Ex) Helped to lead group discussion, wrote the introduction portion of the assignment, etc…* | *Note: These will be averaged and then applied to the final grade of the project for each individual* |
| Md.Jahangir Alam | Conducted almost all the meetings. | Done work within the deadline. | No editing needed till now. | To identify the problem statement and create the persona. | 99 |
| Asif Al Zawad | Attentive in all meetings | Completed the tasks within the specified timeframe. | No editing has been necessary up to this point. | Analyzed the data from affinity diagram | 99 |
| Shariar Rifat | Didn’t missed any meeting | Finished the assignments on time. | Once the guidelines are provided, the work is executed correctly. | Grouping the data on affinity diagram. | 99 |
| Ejaz Ahmed | Attended all the meetings | Tried finishing work as early as possible. | only a very minor change was needed once just to improve an answer. | Wrote about data collection and created scenario and storyboard for the project . | 99 |
|  |  |  |  |  |  |

| **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)** |
| --- | --- | --- |
| *Ex) Joe Smith* | *Ex) yes , but with hesitation because….* | *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.* |
| Md.Jahangir Alam | Yes, good for collaborate in any projects | Your assistance was incredibly valuable, and I look forward to collaborating with you again. In the future hoping you will maintain a better communication with your team. |
| Asif Al Zawad | Yes, supportive | I really appreciate your help, and I'm eager to work together again! For our next collaboration, hoping to get more help from you. |
| Shariar Rifat | Yes, easy to work with | Your support was outstanding, and I'm excited about working with you again! In upcoming update, I hope to have a better collaboration with you. |
|  |  |  |

**(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)***

***I feel like we have done good so far and if we are able to maintain this teamwork it will then i think we will be able to complete the goals of the project.***

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

**I think if all of the members understand the task guideline properly then there won’t be any problem.**

**Please TYPE your FULL name here to certify that you personally filled out this form and believe everything to be accurate and true: \_\_\_\_\_\_\_Ejaz Ahmed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**