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: Mahfujur Rahman**   **Team: F**

**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* |
| *Mahfujur Rahman* | Participated in all meetings and actively engaged in all discussions. | *Completed and delivered their work on time.* | Did everything accordingly and editing was required. | Helped in persona and team's specific problem statement and in team's specific  user group. | 100 |
| *Mahmudul Hasan Ratul* | *Present in every meeting .* | *Completed and delivered their work on time.* | Did everything accordingly and editing was required. | Lead the discussion,and helped in the affinity diagram and storyboard. | 100 |
| *Sanjana Easmin Shammy* | *Present in every meeting .* | *Completed and delivered their work on time.* | Did everything accordingly and editing was required. | Wrote the problem statement and helped in the data collection process. | 100 |
| *Mahmudul Amin* | *Could not present in one meeting due to illness(appendix pain)* | *Completed and delivered their work on time.* | Did everything accordingly and editing was required. | Helped in scenario and data analysis process. | 100 |
|  |  |  |  |  |  |

| **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.* |
| *Mahmudul Hasan Ratul* | Definitely, I worked with him on so many projects and papers from the very beginning. | You were extremely helpful,thank you for leading the team from the front; you helped in every possible way you could. I would love to work with you again. |
| *Sanjana Easmin Shammy* | Yes, I would love to work with her again. She was quite helpful. | You were extremely helpful in the project, and whenever we needed your assistance, you were present. I look forward to working with you again. |
| *Mahmudul Amin* | Yes, I worked with him on so many projects and papers from the very beginning. | Despite being sick, you were not able to complete your work on time, but you did finish everything after recovery, and that's what matters. I look forward to working with you 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)***

***Ans :*** *Absolutely, our team worked well together. The key contributors to our success were effective communication, strong collaboration, and everyone was there whenever we needed. Each team member brought valuable skills to the table, timely feedback and open discussions helped us. Overall, the work within the team greatly contributed to the success of our project. I have no major concerns, and I'm confident that this positive collaboration will continue in future projects.*

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

***Ans :*** *Our group dynamics were generally positive and collaborative throughout the project. A notable issue was that many users were unfamiliar with our project idea, making data collection more complex.*

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