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)** |
| --- | --- | --- | --- | --- | --- |
| *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* |
| Tasmia Hassan Shabonty | Never missed any meeting | completed their task within the deadline. | solves any problem within short time | took lead on Figma Design | 98% |
| Ashfaqur Rahman Saad | Never missed any meeting | completed their task within the deadline. | finds all the necessary information for the project . | extracted most of the features from the collected data | 95% |
| Jubaer Muhammad Shufol | Never missed any meeting | completed their task within the deadline. | has remarkable information extraction capability in any user testing | took lead on the user testing | 97% |
| Tasmima Hossain Jamim | Never missed any meeting | completed their task within the deadline. | has significant writing skills | mostly dealt with the taking notes while user testing | 97% |
|  |  |  |  |  |  |

| **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.* |
| Tasmia Hassan Shabonty | Yes, i have a good compatibility with her | Your contribution was very appreciated. It has been nice working with you. |
| Jubaer Muhammad Shufol | Yes, i have a good compatibility with him | Your contribution was very appreciated. It has been nice working with you. |
| Tasmima Hossain Jamim | Yes, i have a good compatibility with her | Your contribution was very appreciated. It has been nice working 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)***

**Yes, I believe that we have worked as a team effectively, and our success was due to clear communication and collaboration.**

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

**Our group dynamics were positive, and we worked together to overcome challenges and achieve our goals.**

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