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, and then upload it to the proper assignment location.

***Failure to turn in a feedback form or 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 grade 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 and 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* |
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| **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; I would work with you again! Next time, be more communicative with your team and respond to emails. Be sure to edit your work carefully.* |
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**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)***

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

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