Capston Team Member Evaluations

| **Criteria** | **Excellent (5)** | **Good (4)** | **Satisfactory (3)** | **Needs Improvement (2)** | **Poor (1)** | **Score** |
| --- | --- | --- | --- | --- | --- | --- |
| **Contribution** | Consistently goes above and beyond; contributes significantly in every meeting and task. | Regularly contributes valuable ideas and work; completes tasks efficiently. | Contributes adequately but may need occasional reminders; does fair share. | Contributes sporadically; often needs reminders to complete tasks. | Rarely contributes; minimal participation; often relies on others. |  |
| **Quality of Work** | Produces outstanding work that exceeds expectations; no errors. | Produces high-quality work; very few errors. | Produces acceptable work; some errors, but meets requirements. | Produces work that often needs correction or improvement; below expectations. | Produces poor-quality work; does not meet project standards. |  |
| **Communication** | Always communicates effectively; keeps team informed; listens actively. | Regularly communicates well; keeps team mostly informed; listens and responds. | Communicates adequately; occasional gaps in keeping team informed. | Inconsistent communication; often leaves team out of the loop. | Poor communication; rarely informs team; does not listen or respond well. |  |
| **Collaboration** | Always works collaboratively; shows strong teamwork skills; encourages others. | Works well with others; participates in group discussions; supports team. | Works with others; participates in discussions but may not actively encourage others. | Struggles to collaborate; often works independently or conflicts with team. | Rarely collaborates; often causes conflicts; does not support team. |  |
| **Responsibility** | Always takes responsibility for tasks; highly reliable; meets all deadlines. | Usually takes responsibility; reliable; meets most deadlines. | Takes responsibility for tasks but may need occasional reminders; meets most deadlines. | Often fails to take responsibility; misses some deadlines; needs frequent reminders. | Rarely takes responsibility; unreliable; frequently misses deadlines. |  |
| **Initiative** | Consistently shows initiative; proactively seeks out tasks and challenges. | Often shows initiative; willing to take on additional tasks. | Occasionally shows initiative; takes on tasks when asked. | Rarely shows initiative; waits to be told what to do. | Does not show initiative; avoids taking on tasks and challenges. |  |

**Instructions for Students**

1. **Rate Each Team Member:** For each criterion, rate your team member on a scale of 1 to 5, with 5 being excellent and 1 being poor.
2. **Be Honest and Fair:** Provide honest and fair evaluations. Your feedback should reflect your team member’s actual performance and contributions.
3. **Provide Comments:** Include comments to explain your ratings and provide constructive feedback.

**Example of Completed Evaluation**

| **Criteria** | **Rating (1-5)** | **Comments** |
| --- | --- | --- |
| **Contribution** | 5 | Alex consistently contributed valuable ideas and completed all assigned tasks efficiently. |
| **Quality of Work** | 4 | The quality of Alex’s work was very good, with only minor errors that were quickly fixed. |
| **Communication** | 5 | Alex always communicated effectively, keeping everyone informed and actively listening. |
| **Collaboration** | 4 | Worked well with the team and supported others, but occasionally preferred independent work. |
| **Responsibility** | 5 | Alex was highly reliable and met all deadlines without any reminders. |
| **Initiative** | 5 | Consistently showed initiative by seeking out additional tasks and challenges. |

**Total Score Calculation**

To calculate the total score for each team member, sum the ratings for all criteria.

**Total Score**: Sum of Ratings\text{Sum of Ratings}Sum of Ratings

**Evaluation for Team Member # 1:**

Name: Kara Crumpton

| **Criteria** | **Rating (1-5)** | **Comments** |
| --- | --- | --- |
| **Contribution** | 5 | Helped immensely on not just her part but assisted in any help we needed on ours as well |
| **Quality of Work** | 5 | Code always worked, and if not we made sure it worked together |
| **Communication** | 5 | Communicated effectively and clearly |
| **Collaboration** | 5 | Collabed really well and handled turning the project in |
| **Responsibility** | 5 | Took responsibility and di her part very well |
| **Initiative** | 5 | Took initiative on getting the project going and keeping it flowing through completion |

**Evaluation for Team Member # 2:**

Name: Caleb Thompson

| **Criteria** | **Rating (1-5)** | **Comments** |
| --- | --- | --- |
| **Contribution** | 4 | Contributed with assistance from his team members as he did have the largest data set of the group |
| **Quality of Work** | 4 | Same as previous comment |
| **Communication** | 4 | Communicated well |
| **Collaboration** | 4 | No issues with collaboration |
| **Responsibility** | 4 | Did his part of the assignment |
| **Initiative** | 4 | Did really well, only giving 4’s because I feel kara went above and beyond so I can give them equal rating |

**Evaluation for Team Member # 3:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Criteria** | **Rating (1-5)** | **Comments** |
| --- | --- | --- |
| **Contribution** |  |  |
| **Quality of Work** |  |  |
| **Communication** |  |  |
| **Collaboration** |  |  |
| **Responsibility** |  |  |
| **Initiative** |  |  |

**Evaluation for Team Member # 4:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Criteria** | **Rating (1-5)** | **Comments** |
| --- | --- | --- |
| **Contribution** |  |  |
| **Quality of Work** |  |  |
| **Communication** |  |  |
| **Collaboration** |  |  |
| **Responsibility** |  |  |
| **Initiative** |  |  |

**Evaluation for Team Member # 5:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Criteria** | **Rating (1-5)** | **Comments** |
| --- | --- | --- |
| **Contribution** |  |  |
| **Quality of Work** |  |  |
| **Communication** |  |  |
| **Collaboration** |  |  |
| **Responsibility** |  |  |
| **Initiative** |  |  |

**Evaluation for Team Member # 6:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Criteria** | **Rating (1-5)** | **Comments** |
| --- | --- | --- |
| **Contribution** |  |  |
| **Quality of Work** |  |  |
| **Communication** |  |  |
| **Collaboration** |  |  |
| **Responsibility** |  |  |
| **Initiative** |  |  |

**Self-Analysis**

Reflect on your own contributions to the project. Answer the following questions:

1. **What were your primary contributions to the project?**

I handled the lacrosse portion as well as working together on the user page and in our initial meeting took initiative in getting a gameplan/separation of who works on what to start with and them we all come together to tie it all together.

1. **How did you help the team achieve its goals?**

Through laying out a plan, executing my portion of the project and assisting my teammates when needed

1. **What challenges did you face, and how did you overcome them?**

Mostly just issues with making sure the data was loaded well and played well with everything. Me and kara tried to get a passwored reset email working to no avail.

1. **What would you do differently in future projects?**

Do more research on some of the things we weren’t able to get working that we wanted to.

**Team MVP**

Name the team member you believe was the most valuable player (MVP) and explain why:

**Team MVP:** Kara C.

**Reason for MVP selection:**

Went above and beyond her duties after everything was working she opted to go in and add the finishing touches such as sound effects and the colorful backgrounds.

**Additional Comments**

Provide any additional comments about the project, your team, or the evaluation process:

**Overall, really enjoyed working with this team on this project and glad to work with them again in the future.**

**Summary and Overall Feedback:**

Good team and good project, not much more to say. Happy with this assignment and team.