

Teamwork Evaluation Form

Each group member has to complete this form for the whole group. Each group member then needs to print the form. These should then be attached to the evaluation document and handed to the school office.

We reserve the right to consult with you and potentially change the weightings (and, in extreme cases, marks) when this is felt necessary. We will not do this before the assignment is handed in. The teamwork marks will be contributed 50% to the communication skills section according to the individual contribution to the team.

CRITERIA	MARKS					Marks & Comments
	16-20	13-15	10-12	8-9	0-7	
Working with team members (10%)	<p>Always listens carefully to team members.</p> <p>Demonstrates patience and respect.</p> <p>Identifies and encourages team member strengths.</p> <p>Collaborates with team members in a group decision-making process and shares input effectively.</p>	<p>Consistently listens to team members and responds with appropriate input.</p> <p>Supports the efforts of the team and is respectful.</p>	<p>Usually listens to, shares with, is patient with, and supports the efforts of the team members.</p> <p>Makes some decisions without team input.</p>	<p>Occasionally listens to team members.</p> <p>Shares input but struggles to collaborate (either takes control, does not participate, or makes decisions without the team input).</p>	<p>Never listens to team members.</p> <p>Never shares input and struggles to collaborate (either takes control, does not participate, or makes decisions without the team input).</p> <p>Calvin Goh Kai Boon 0132005 18</p>	<p>Abdul Rahim Bin Mohamed Suhaimi 0131352 10 because he did not contributed as promised and kept giving excuses of busy with other assignments</p> <p>Jonathan Ng Zhu Xiang 0132477 15 because he did not show initiative to help with the assignment but only at the last minute.</p>
Time Management (10%)	<p>Facilitates team's use of time throughout the project to ensure deadlines are met.</p> <p>Volunteers to assist other team members with tasks.</p>	<p>Uses time well throughout the project to ensure things deadlines are met.</p> <p>Assists other team members with functions if the need arises.</p>	<p>Sometimes tends to procrastinate but always gets things done by the deadlines.</p> <p>The team does not have to adjust deadlines or work responsibilities.</p>	<p>Occasionally struggles to get things done by the deadlines.</p> <p>The team has to change deadlines or work duties as a result.</p>	<p>Constantly struggles to get things done by the deadlines.</p> <p>Calvin Goh Kai Boon 0132005 17</p>	<p>Abdul Rahim Bin Mohamed Suhaimi 0131352 10 because he did not contributed as promised and kept giving excuses of busy with other assignments</p> <p>Jonathan Ng Zhu Xiang 0132477 12 because he did not show initiative to help with the assignment but only at the last minute.</p>

Contributions (10%)	Works with team to establish common purpose and goals.	Understands common purpose and goals.	Contributes mostly useful ideas.	Sometimes provides useful ideas when participating in the group discussion.	Never provides useful ideas when participating in the group discussion.	Abdul Rahim Bin Mohamed Suhaimi 0131352 13 because he did not complete one of the tasks and did the bare minimum
	Facilitates the development of an action plan.	Works with the team by contributing ideas to develop a plan of action and trying out assigned work.	Follows plan of action and completes tasks.	Does what is required.	Never complete what is required.	Jonathan Ng Zhu Xiang 0132477 15 because he did help on some coding and did half of the documentation
	Carries out assigned work and supports others in completing their tasks.				Calvin Goh Kai Boon 0132005 20	
Attitude (10%)	Always has a positive attitude about the project, task(s), and working with a team.	Has a positive attitude about the project, task(s), and working with a group.	Usually has a neutral attitude about the project, task(s), and working with a team.	Has a neutral attitude about the project, task(s), and working with a group.	Has a pessimistic attitude about the project, task(s), and working with a team.	Abdul Rahim Bin 0131352 18 because he admitted that he did not contribute as much and help on the documentation
			Attitude does not impact work.	Attitude sometimes impacts work.	Attitude sometimes impacts work.	Jonathan Ng 0132477 18 because he asked for help when he is not sure and fix problems right away
						Calvin Goh Kai Boon 0132005 18
Leadership & Participation (10%)	Facilitates team assignment of responsibilities, ensuring that work is shared.	Takes responsibility when asked or elected and shows good organizational and leadership skills within the team.	Takes some responsibility for the project.	Does what is required but hesitates to or does not take leadership.	Reluctant to take responsibility for the project and does not take leadership.	Abdul Rahim Bin Mohamed Suhaimi 0131352 15 because he took responsibility for his mistakes and nominated himself as the leader at the start.
	Shows initiative and good organizational skills.		Shows leadership on certain aspects of the project.	OR Takes over the project entirely.		

Jonathan Ng
Zhu Xiang
0132477
16 because he ensure he done his tasks and volunteered to handle the documentation

Calvin Goh Kai Boon
0132005
19