

## Manager's Report

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

### Evaluation

*On a 10-point scale (1=low 10=high), how well did you fulfill each responsibility?*

- \_\_\_\_\_ Helps the team get started quickly and remain focused.
- \_\_\_\_\_ Takes care of time management; keeps an eye on the clock.
- \_\_\_\_\_ Makes sure that all voices in the team are heard and respected.

### Muddiest Points

*What parts of today's activity (or last week's) is your team still confused about?*

## Recorder's Report

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

### Evaluation

*On a 10-point scale (1=low 10=high), how well did you fulfill each responsibility?*

- \_\_\_\_\_ Records the important aspects of group discussions, insights, etc.
- \_\_\_\_\_ Guides consensus building process; helps team agree on responses.
- \_\_\_\_\_ Ensures that accurate revisions happen after class discussions.

### Key Concepts

*Summarize the most important concepts and insights that your team learned today.*

## Presenter's Report

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

### Evaluation

*On a 10-point scale (1=low 10=high), how well did you fulfill each responsibility?*

- \_\_\_\_\_ Communicates questions and clarifications with the instructor and other teams.
- \_\_\_\_\_ Ensures that all team members reach consensus before asking outside sources.
- \_\_\_\_\_ Presents conclusions of the team to the class, when requested by the instructor.

### Reporting Out

*Which questions did you present to the class? Summarize your answers and comments.*

## Reflector's Report

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

### Evaluation

*On a 10-point scale (1=low 10=high), how well did you fulfill each responsibility?*

- \_\_\_\_\_ Observes team dynamics and behavior with respect to the learning process.
- \_\_\_\_\_ Reports to the team periodically during the activity on how the team performs.
- \_\_\_\_\_ Be ready to report to the entire class about how well the team is operating.

### Team Assessment

*What was a strength of your team today? How could your team improve next time?*