Team Member Citizenship

Purpose

In well-functioning teams, members invest in the work of the team and in building team performance. In this exercise, you will give feedback to help your teammates improve their contributions to the team and to grow as individuals. Your responses will be scored based on the value of your feedback for helping team members improve. We will openly discuss all feedback at your second team meeting.

Directions

For each of your team members (**including yourself**):

a. **Assess a key strength**: Describe what makes it strong, and identify impacts this strength has in making your team work together better.

b. **Recommend an improvement**: Define specific actions to produce a desired improvement, and describe expected benefits these actions will have on making a better team.

Type in your responses on the next page. Include feedback for yourself and each of your teammates. Use as much space as necessary to provide your feedback. Print out two copies (single-sided) and bring them to your second team meeting. One copy is for your instructor and the other is for your teammates.

To get started, you might consider the following.

Qualitative descriptions when writing your feedback:
- *Models ideal professional responsibility; consistently exceeds expectations*
- *Faithfully meets expectations; does not fail without compelling excuse*
- *Usually meets expectations; occasionally allows failure to occur*
- *Occasionally meets expectations; too frequently fails to perform as expected*
- *Rarely meets expectations; consistently is unreliable or performs inadequately*

Short list of areas/actions in your feedback (there are many others to consider):
- Attends meetings
- Meets deadlines
- Follows through on commitments
- Treats others with respect
- Discusses ideas with others
- Is open to ideas of others
- Does fair share of work
- Supports others
- Stays focused on goals
- Displays a positive attitude
- Meets professional work standards
- Helps improve teamwork

Initials	Area of Current Strength	Area to be Improved
(Ex.)	**Description (of strength)**: Dependability: *Always follows through on assignments and produces expected quality work* **Impacts (of strength)**: *Other members can focus on their own work, coordinate work more effectively, and not waste time hounding others.*	**Actions (to make improvement)**: Avoid "put downs": *Tell others how their contributions have value, listen attentively, reinforce good ideas* **Benefits (of actions)**: *Other members will share more freely, commit more fully to project, and find greater enjoyment from interactions.*
(Me)	**Description**: *Clarify group objectives. Make sure everyone is on the same page and working towards a common goal.* **Impacts**: We get things done in a timely manner.	**Actions**: *Improve communication and time management. Uphold commitments.* **Benefits**: Better scheduling, more organized, less hectic.
#1: *TW*	**Description**: *Hardworking. When we get together and work as a team, Thomas gets down to business and gets a lot done. When producing documents Thomas volunteers to do the final editing and formatting.* **Impacts**: We end up with complete and polished deliverables.	**Actions**: *Delegate some of the simple iOS work to others. This is already happening now that we are entering the agile phase.* **Benefits**: We get more done by spreading the work around.

#2: JD	**Description**: *Active team member. Motivated and Helpful. Always gets his hands dirty. Always working on something, makes sure he knows whats going on and that he contributes.* **Impacts**: By example, keeps everyone working hard.	**Actions**: *Keep up the good work. Jordan contributes a lot to the team and can only improve by doing it even more.* **Benefits**: Everyone works even harder.
#3: JS	**Description**: *Creativity. Jason is the creative head in our group. He is always coming up with graphics, new app features, and making all our deliverables more exciting.* **Impacts**: Our deliverables are interesting and professional. Our final app will stand out from the millions of iOS apps.	**Actions**: Get *more involved with and apply creativity to the front-end of the app.* **Benefits**: His creativity could extend to the UI and maybe animations.
#4: AC	**Description**: Great team member. Relaxed attitude yet gets a lot done. *Considerate of team and good at communication.* **Impacts**: Keeps us functioning well as a team.	**Actions**: *Now that we're moving into agile development, pick a part of the project you're interested in to take to the next level.* **Benefits**: Better final product.

#5:	Description:	Actions:
	Impacts:	Benefits: