**INSTRUCTIONS:** EACH ENGINEER WILL FILL OUT THIS FORM SEPARATELY in Word.

Rename the file so it ends in your team number (00) and initials (AAA) AND **SUBMIT it** to the D2L DROPBOX FOLDER FOR IT.

DESCRIBE YOUR CONTRIBUTION TO THE PROJECT AND TO THE PROPOSAL/DESIGN REPORT:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RATE EACH TEAM MEMBER, INCLUDING YOUR SELF, ON THE ITEMS LISTED BELOW USING THE FOLLOWING SCALE:

            0 None/not at all

           1-3                Little more than none

           4-5                Minimal, but not much

           6-7                Average quality, or amount as requested, but no more

           8-9                Above average

            10                Very much above average

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Please put team members’ initials (including your own) here  |  |  |  |  |  |  |  |
| Attended meetings |  |  |  |  |  |  |  |
| Voluntarily made contributions outside of assigned responsibility areas |  |  |  |  |  |  |  |
| Was unreliable or undependable |  |  |  |  |  |  |  |
| Did a fair share of the design work |  |  |  |  |  |  |  |
| Did a fair share of the busy work (typing, copying, wiring, drawing, etc) |  |  |  |  |  |  |  |
| Did a fair share of the organizational and managerial work |  |  |  |  |  |  |  |
| Blamed others for his/her own lack of progress |  |  |  |  |  |  |  |
| Suggested improvements to the project management process |  |  |  |  |  |  |  |
| Completed work on time |  |  |  |  |  |  |  |
| Encouraged, listened to, and respected others' contributions |  |  |  |  |  |  |  |
| Was argumentative or disruptive |  |  |  |  |  |  |  |
| Overall was an effective team member (0=not at all, 10=the best) |  |  |  |  |  |  |  |

Continue with same team members rating with these two percentages and then exclude yourself only in the ranking:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Percent of contribution **to the project (Total of All = 100%)** |  |  |  |  |  |  |  |
| Percent of **effort on the project (Up to 100% EACH)** |  |  |  |  |  |  |  |
| **RANK** 1=first to the last =number of people on the team not counting yourself (N-1) who worked the most on this project. Exclude self here. |  |  |  |  |  |  |  |

OTHER COMMENTS ON THE TEAM, COURSE, SPACE, RESOURCES or BUDGET: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_