**CE101 Team Report Feedback**

**Name:**

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| Individual Team Effort Summary Table | Attendance Record  Number of references in the database  Number of precis in the database  Presentation to the team  Number of Agendas[[1]](#footnote-1)  Number of Minutes  Initiated discussion in the Team Forum  Contribution to the product development  Contribution to the team report writing |  |
| Individual contribution to the team statement | You included information about your involvement in team meetings  You included information about the tasks you were set  You stated the parts of the report written by you  You provided further information regarding your support of the team |  |
| Individual contribution to the Team Report | The quality of the English of your sections(s)  You made use of references where appropriate  Understanding of the topic of your section(s)  Application of the topic to your team and or team product |  |
| Overall Team Report | All active team members contributed to the team report  Chapter 2 indicated a balance of activity across the team members  The overall appearance of the team report  The use of project management by the team  The status of the product development |  |

1. Agendas and Minutes were the responsibility of the Project Manager. The feedback on these items is provided to all team members for information only. [↑](#footnote-ref-1)