MMAN3000 Professional Engineering and Communication

T2 2020 Team Project: Individual Report Assessment Brief

Due date: 15th August 2020 (Week 11)

Task Overview

You are required to submit a 10-page report on your individual contribution to the team project. Your individual report should include the following:

1. Title page, including full name, zID, team code *(Does not count towards the page limit)*.

2. Any **individual work** completed for your team project including the presentation.
   - You can copy parts of the text from the team report, as long as they are yours. This should have been recorded in your weekly meeting minutes. *(5-6 pages)*

3. **Evaluation of the overall project**: What would you do differently if you were to start all over? What are the challenges and how did you overcome them? How did the team function? How did you overcome conflicts (if any)? *(1/2-1 page)*

4. Include a **short self-evaluation** regarding your contribution in the team in terms of the amount and quality of contribution. *(with no more than 1 page)*

5. Evaluation of your **group members**. *(1-2 pages)*
   - You should include the name and the numerical mark, then comment on each team member's contribution in terms of:
     a) amount of contribution,
     b) quality of contribution,
     c) leadership skills,
     d) contribution to team spirit,
     e) anything else you find relevant.

An example table as followed:

Team Member	Contribution (Rate out of 10)	Comments/Justification

Note:

- The indicated page limits are only a guide. You can change the length of individual sections as long as the total number of pages does not exceed 10.
- The number of pages of the appendices is unlimited but the definition of an appendix is the same as for other assignments.
- Writing in the first person voice is recommended.

Format

Microsoft Words *(Feel free to use LaTeX):*

Font Type: Times New Romans

Font Size (excluding headers/titles etc): 11

Spacing: 1.5 lines

Marking Criteria
Marked out of 25

Individual Contribution *(marked out of 10)*

Has enough research been conducted to justify the proposed solution for the project?

Were the resources used appropriate?

Were the amount of contribution and quality of contribution made clearly justified?

Evaluation of the overall project and justification made for peer review (*marked out of 8*)

Did the author answer the questions posed?

Did the author think critically?

Did the author justify the statements made i.e. with relevant examples?

Was there appropriate level of details and critical thinking?

Did the author evaluate each member without bias?

Was there reasonable justification made for the contribution marks given i.e. amount of contribution, quality of contribution, leadership skills, contribution to team spirit etc.?

Peer Review *(marked out of 5)*

This will be an average of marks given by your other team members.

Document presentation *(marked out of 2)*

Does the report meet the specifications and give a good impression?

Are the figures appropriate to the text?

Is the referencing consistent?