

DATE: June 5th, 2016
TO: Elizabeth Delf, Technical Writing 327 Instructor
FROM: Rhea Mae Edwards, Computer Science – Computer Systems Student
SUBJECT: Team Member Evaluation Memo

PURPOSE STATEMENT

The purpose of this memo is to describe every individual performance of the technical writing recommendation report group project that I was a part of.

MEMBER EVALUATIONS

Destinee Sandlin:

Destinee did an exceptional job with providing her vocal opinions, thoughts, and suggestions that lead to be beneficial to our group dynamic and project as a whole. She contributed a great amount to her assigned parts of research and executive summary portion for our recommendation report. I suppose one area Destinee could have improved was having an available resource to survey for our primary research studies. Another improvement could contributing more to our report outside of her research and when we meet up in person as a group. I would say that about 22% of the total group work was completed by Destinee.

Derek Jackson:

Derek did a very good job at keeping a positive attitude and outlook with the entirety of our group. He always seemed willing to work on portion of any given part of the project, such as with his assigned research and the survey, along with contributing to multiple areas throughout the report. He also greeted everyone when we met as a group, and ask how everyone has been every though we all know our ending of the term has been busy for all of us. One area of improvement for Derek could be possibly suggesting more insight on our recommendation report, such as with improving how we can expand on our discussion portion of our report. I would say that Derek completed about 24% of the total group work overall.

Ross Hoffman:

Ross did a great job at making sure that we all kept in mind with completing parts of the project ahead of time, so we do not end up falling behind in certain areas of the report. He also had a great amount of contribution to multiple areas throughout the report, making sure that certain sections are fully written out to their potential. Ross also did a good job with his assigned research portions for the report, such as help Derek with the survey. One area Ross could have improved on was maybe smiling a bit more. Group projects may require a little bit more effort when it comes to collaborating with others, but seeming a little more positive doesn't hurt. About 27% of the total group work was completed by Ross.

Rhea Mae Edwards: (Me)

I believe I did a good job with my assigned research sections and continuously formatting our document as a whole. I also took responsibility with constructing the letter of transmittal, title page, table of contents, and works cited page of the recommendation report. One area of that I could have improved on though is that I could have contributed more to body of the document, such as to the sections of the introduction and conclusion portions. I would say that I have completed about 27% of the total group work.

CONCLUSION

To conclude, our group dynamic work well overall. After every individual effectively completed each of our assigned sections of research for our report, we ended up completing the entirety of our document together. With everyone having perfect attendance, we met up several times in order to complete our project. We ended up not assigning required parts of our recommendation report for each member to work on and complete individually; we found that physically being together as a group, each having access to the document on our own computers, resulted us just simply finding areas on the document that needed to be worked on separately, at that point in time, surprising worked well. While working on the document at the same time, asking and answering each other's questions was simple, also making it easier to address any concerns or foresights we had for our report.

Honestly, when it comes to our group's overall compatibility, there were no difficulties that arose that I can think of. We all seemed to work pretty well when it came to completing this project together.

Thank you for providing the opportunity to work with the creation of this project. If you have any further suggestions, commentary, or questions about this plan, please feel free to contact me through e-mail at edwardrh@oregonstate.edu.