**INB/INN372 Team Effectiveness**

Team effectiveness is applied to each individual student rather than a project group. It is a measure of how well the person performed as a team member and is designed to encourage fair team participation in general. Effective team participation is vital for successful software engineering. The mark for this assessment item is composed of two equal parts: the peer score and the tutor score. These scores are submitted in week 13, after the project final release has been handed in.

**Peer Score**

Each student assesses each member in their project group by filling in the “Team Effectiveness Questionnaire” appended to this guide for that member. This yields a score out of 32. The completed questionnaires are given directly to the tutor by each student, and the tutor will not reveal the individual questionnaires to the other students in the group.

**Tutor Score**

The tutor assesses each of their students by filling in a “Team Effectiveness Questionnaire” appended to this guide for each student. This yields another score out of 32.

**Total**

In an effort to increase fairness, the best peer score and worst peer score for a particular student will be discarded first. The total peer score is the average of the remaining peer scores. In the unusual case that there are 4 or fewer members in a group, the discard will not take place, except at the tutor’s discretion if there is an obvious outlier in the results.

The total score is simply the sum of the total peer score and the tutor score, and hence is out of 64. A student with a score of 45+ gets 100% of the group’s grade, 40-44 gets 90%, 35-39 gets 80%, 30-34 gets 70%, 25-29 gets 60%, 20-24 gets 50%, 15-19 gets 40%, 10-14 gets 30%, 5-9 gets 20%, 0-4 gets 10%.

**Guide**

In both student and tutor assessments, each question should receive a rank on the following scale:

SD – strongly disagree

D – disagree

N – neutral

A – agree

SA – strongly agree

Two of the questions are worth double value (out of 8 rather than 4). You may select either of the scores under a particular rank.

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member being evaluated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Effectiveness Questionnaire**

**Students**: Please fill in a copy of this form for each member of your team and give it directly to your tutor. They will not reveal it to the other students in your group.

**Circle your choice in the table below each question.**

Q1. Did the person attend the group's workshop and project meetings regularly?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SD** | **D** | **N** | **A** | **SA** |
| 0 | 1 | 2 | 3 | 4 |

Q2. Did the person do their fair share of work in your group? Note that work does not include just programming, but also organising, technical writing, reviewing documents and code, testing, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SD** | **D** | **N** | **A** | **SA** |
| 0 | 1 .. 2 | 3 .. 4 | 5 .. 6 | 7 .. 8 |

Q3. Was the quality of work contributed by this person of an appropriate standard to meet the group’s agreed upon expectations?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SD** | **D** | **N** | **A** | **SA** |
| 0 | 1 .. 2 | 3 .. 4 | 5 .. 6 | 7 .. 8 |

Q4. Was the person helpful and constructive towards other members of your group?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SD** | **D** | **N** | **A** | **SA** |
| 0 | 1 | 2 | 3 | 4 |

Q5. Was the person easy to contact during vital periods of the project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SD** | **D** | **N** | **A** | **SA** |
| 0 | 1 | 2 | 3 | 4 |

Q6. Did the person actively strive to improve the performance and/or morale of your group?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SD** | **D** | **N** | **A** | **SA** |
| 0 | 1 | 2 | 3 | 4 |

(add all scores above) TOTAL SCORE ...... / 32

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member being evaluated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Effectiveness Questionnaire**

**Tutors**: Please fill out one form for each member of your group.

**Circle your choice in the table below each question.**

Q1. Did the person attend the group's workshop meetings regularly?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SD** | **D** | **N** | **A** | **SA** |
| 0 | 1 | 2 | 3 | 4 |

Q2. Did the person do their fair share of work in the group? This is based on your observations in workshops and by version control repository check-ins.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SD** | **D** | **N** | **A** | **SA** |
| 0 | 1 .. 2 | 3 .. 4 | 5 .. 6 | 7 .. 8 |

Q3. Was the quality of work contributed by this person of an appropriate standard to meet the group’s agreed upon expectations?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SD** | **D** | **N** | **A** | **SA** |
| 0 | 1 .. 2 | 3 .. 4 | 5 .. 6 | 7 .. 8 |

Q4. Was the person helpful and constructive towards other members of the group?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SD** | **D** | **N** | **A** | **SA** |
| 0 | 1 | 2 | 3 | 4 |

Q5. Did the person actively strive to improve the performance and/or morale of the group?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SD** | **D** | **N** | **A** | **SA** |
| 0 | 1 | 2 | 3 | 4 |

Q6. Did you observe any issues related to the contribution or performance of this person? (This is a negative rank, where no issues gains full score.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SD** | **D** | **N** | **A** | **SA** |
| 4 | 3 | 2 | 1 | 0 |

(add all scores above) TOTAL SCORE ...... / 32