

# Team Management Report

Author: Su Zhang Date: December 11, 2024

## Individual Peer Evaluations

### Team Member 1: Jiaxin Gao

#### Positive Attributes:

1. Demonstrates exceptional organizational leadership by consistently initiating and scheduling team meetings, ensuring all team members have clear calendar invites and agendas, which has kept our project moving forward smoothly and on schedule.
2. Shows outstanding collaborative problem-solving skills through regular and proactive communication about obstacles. For example, when facing technical challenges in our shared workstream, she would promptly discuss potential roadblocks, allowing us to brainstorm solutions together before issues became critical.
3. Exhibits strong adaptability and openness to feedback by actively incorporating team suggestions into her work. This has led to improved outcomes in our deliverables and created an environment where team members feel comfortable sharing ideas and perspectives.

#### Areas for Improvement:

Cindy brings valuable contributions to our team. Her work is consistently reliable and thorough. To further enhance her impact, I believe she could focus on explaining her thought process more clearly when communicating with others. This would help the team better understand her perspective and build upon her ideas. Overall, she's a very reliable and responsible team member.

### Team Member 2: Haobo Yuan

#### Positive Attributes:

1. Demonstrates excellent project management skills by maintaining a comprehensive overview of project status and consistently updating the team on timeline milestones. This attention to scheduling has helped prevent deadline conflicts and ensure smooth project progression.
2. Shows exceptional team support through actively assisting teammates when they encounter difficulties. For instance, when team members face technical or conceptual challenges, he readily shares his expertise and contributes time to help resolve issues.
3. Exhibits superior documentation practices by maintaining detailed records of team decisions and processes. His thorough documentation has created a valuable

reference resource for the team and ensures all members stay aligned on project developments.

#### **Areas for Improvement:**

Haobo demonstrates excellent project management skills and has been instrumental in keeping our projects organized. His attention to timeline tracking is particularly noteworthy. To build on these strengths, I believe he could take an even more proactive approach in timeline management, perhaps by raising potential delays earlier and helping the team stay aligned with our expected deadlines. His current contributions are already significant, and this would make them even more impactful.

### **Team Member 3: Xiangyu Wang**

#### **Positive Attributes:**

1. Demonstrates outstanding communication skills by consistently keeping the team informed about potential delays or challenges in advance. This proactive approach has allowed the team to adjust plans effectively and maintain project momentum.
2. Shows remarkable initiative by voluntarily taking on complex and challenging tasks, particularly in areas where others might hesitate. This willingness to tackle difficult problems has helped drive the project forward and inspired other team members.
3. Exemplifies strong accountability by maintaining complete ownership of assigned tasks from beginning to end. He ensures each responsibility is fulfilled to a high standard and follows through on commitments, which has contributed significantly to the team's overall reliability and success.

#### **Areas for Improvement:**

She is a reliable and responsible team member who consistently delivers high-quality work. Her dedication to the team's success is evident in everything she does. As she continues to develop, one area for growth could be increasing her openness to different viewpoints and approaches during discussions. This would add another dimension to her already strong performance and help foster even more collaborative team dynamics.

## **Feedback Session Outcomes**

Date of Session: Dec 11, 2024

My teammates highlighted my strengths in analytical skills, adaptability, and technical expertise. By selecting suitable datasets, addressing challenges proactively during requirement changes, and ensuring precise data processing, I made meaningful contributions to the project. My well-organized and thorough documentation supported team alignment and encouraged collaboration. I am grateful for this feedback and will continue to focus on these strengths while striving to enhance team efficiency and project outcomes.

#### **Areas of Improvement:**

- **Time Management:** Engage earlier in projects to better align with team timelines and reduce last-minute pressure.
- **Trust and Delegation:** Foster a more balanced dynamic by placing greater trust in teammates and confidently delegating tasks.
- **Advanced Technical Knowledge:** Explore more sophisticated machine learning techniques to enhance key metrics and project results.
- **Clearer Technical Communication:** Refine technical presentations and documentation to ensure clarity and accessibility for all team members.
- **Broader Project Engagement:** Participate more actively in front-end testing and collaborative discussions to deepen overall project understanding.