

The following reports (described below) should be submitted for each team:

- 1) Team report, including: (due 1 day after code is turned in)
 - a. Evaluation of team providing you with library
 - b. Team Evaluation
- 2) Individual Report Breakdown (due 2 days after code is turned in)

The team report will have 2 parts:

Evaluation of Team Providing You with Library

Note that this was mentioned in the original assignment. The following is meant to supersede what is included in the assignment itself, and it does not need to be turned in until one day after the code is turned in.

You are to provide an evaluation of the team who **was assigned** to provide you the database system. Note that this will be a factor in that team's grade. As discussed early on in the class, you should give an honest evaluation of all parts of this, not attempting to help the other team or hurt the other team.

Your report, which should take 1-2 pages total, should begin by listing your team number and the number of the team you are evaluating. It should include 5 sections, and each of these should include the following:

- A rating of the other team from 0 to 5 on each of the 5 topics. The rating system to use is:
 - 0: The other team was completely negligent/unresponsive in this area
 - 1: The other team did not meet this at all; things were too late/unusable to be used
 - 2: The team had significant problems in this area that caused problems for your team
 - 3: There were problems here causing difficulty but that got handled by the other team
 - 4: There were some problems, but these were minor and handled well
 - 5: The team had no problems in this regard
- A brief explanation (one paragraph) of why that rating was given.

The 5 sections should be the following:

- Communication (how well did the other team keep you informed of the status of the library, respond to questions, etc.)
- API stage (how clear was the API, how easy was it to use, was it documented, did it have to change, etc.)
- Test cases (how well did their code pass the tests you provided?)
- Final database library (did the library work as advertised, were there bugs?)
- Problem handling (how well were bugs, unclear API, problems with compiling, etc. handled by the other team?)

If you ended up using a different team's library, please state in a clearly separated paragraph with its own heading, which team's library you ended up using.

If the team you were providing a library to provided you with bad test cases – i.e. the test cases they provided did not match the API that you specified – then please provide a brief note in a clearly separated paragraph with its own heading. The only purpose here will be to provide context in the event the other team says that your code was not able to meet their test cases.

Team Evaluation Summary

Your team is to prepare a short report (about 1 page, no more than 1.5 pages, single spaced) summarizing your team's performance on the project. Your team report should discuss the following:

- The organization plan your team used (if any). What was the plan for dividing up responsibilities?
- How did the responsibilities actually get divided up? What changed and why? How would you have organized things differently given what you know now?
- Overall, what were the major problems you encountered on the project?
- How should your team grade be divided up (see below)?

To understand the grade breakdown, we will first describe the way grades are assigned. **As a reminder, it is a violation of the honor code to not provide a truthful and accurate statement of your own work or others' work on the project.** If I find that there has been an intentional misrepresentation of work, all individuals are subject to being reported to the honor council.

The team will be assigned an overall grade. Each individual will be assigned an individual multiplier. The average of the individual multipliers (with one note, as described below) will be 1.0. To get an individual grade, the team grade will be multiplied by the individual multiplier (overall grades will be truncated to no higher than 100, though). The exception is that if any individual receives a multiplier lower than 0.6, it will be treated as a 0.6 in determining the average. Thus, it is possible to have a team with multipliers of 1.1, 1.3, and 0.2, since the 0.2 is treated like a 0.6 in ensuring the average is 1.0.

You will have two options as a team for determining the individual multiplier:

- 1) If your **entire** team can agree on all of the individual multipliers, your team should submit a single list in your team report giving the multipliers you have agreed on. If you choose this option, I will assign the multipliers that you agreed on, and there will be no later discussion about changing these. You should include the statement "These multipliers represent an accurate view of our relative contributions on the project that we all agree with."
- 2) If your entire team does not agree on the individual multipliers, your team should submit a single statement saying "We will be filing individual reports."

Individual Report

If and only if your entire team did not agree on multipliers, then **each** member of the team should prepare an individual report. The report should be no more than one page in length, and should include:

- a. Your name and team number
- b. The names of your teammates
- c. A multiplier distribution that you feel is fair and accurate
- d. A statement as to why you feel this is an accurate multiplier to use
- e. The statement "This report represents my best assessment of the contributions of me and my teammates."

You can submit these reports independently; you do not have to have read each other's reports.

Determining multipliers

To give a quick idea of how you might determine multipliers, the following are sample scenarios:

- a) Three team members all work about the same amount, but one member ended up doing a bit more (tougher parts, more important parts, etc.) than the other two. The multipliers end up being 0.98, 0.98, 1.04. If the team grade was an 88, this means that two people get an 86.25, and the third person gets a 91.5.
- b) In a three person team, one member contributes only small amounts to the project, and the slack is entirely taken up by one of the others, while the third person handles his part and a little bit extra. The multipliers come out to be 0.7, 1.05, 1.25. If the grade was a 75, the final grades would then be 52.5, 78.75, and 93.75.
- c) In a three person team, one member never does anything. The other two work hard to make up the slack and earn an 80 on the project. The multipliers are 0, 1.2, and 1.2, meaning the two people end up with a 96 while one member gets a 0.
- d) The three team members divided the work among themselves and all felt that the workload was relatively fairly distributed. Each person did their part, and the team ended up with an 85 on the project. The multipliers were chosen to be 1.0 for everyone, so everyone ended up with an 85 on the project.

Finally, please note that multipliers should be based on actual contribution to the project. Contributions can take several forms – it is not just the number of lines written but whether the person handled the parts assigned to him/her, how difficult the work was, time spent, etc. It is not possible to have a hard definition of what constitutes a contribution (and most problems arise from different perspectives on contribution), but you should be deliberate in determining how contribution levels are considered.