Use this form in the stated units of your module to assess your team members’ performance,including your own, in the group/team assignments. This feedback will not be shared with your team members. However, it will be considered for your final grade for the unit assignments. The full guidance is on the Department page.

|  |  |
| --- | --- |
| Name | James Edney |
| Group/Team number or name | Group A |

Team evaluation

Write the name of each of your group members in a separate column. For each person, indicate the score to which you agree with the statement using the rating scale below. Extreme scores (1 and 5) will need to be justified with comments as they are reserved for extraordinary events (lack of participation or going above and beyond, respectively).

|  |
| --- |
| **Rating Scale**  1 - Did not contribute in this way  2 - Willing but not very successful  3 - Average  4 - Above Average  5 - Outstanding |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **Team member:**  **Louis Dodge** | **Team member:**  **Fiqki Azizah** | **Team member:**  **Milad Chowdhury** | **Team member:** |
| Attends team meetings regularly and arrives on time. | 5 | 5 | 5 |  |
| Contributes meaningfully to team discussions. | 5 | 5 | 5 |  |
| Completes team assignments on time. | 5 | 5 | 5 |  |
| Prepares work in a quality manner. | 5 | 5 | 5 |  |
| Demonstrates a cooperative and supportive attitude. | 5 | 5 | 5 |  |
| Contributes significantly to the success of the project. | 5 | 5 | 5 |  |

Feedback on team dynamics

1. **How effectively did your team work?**

The team worked extremely well together. From the outset, we took a proactive approach in starting the report, giving ourselves ample time to produce a quality piece of work. We frequently communicated in the group chat and worked together on how we wanted the report to look. Comments were constructive and everything moved in a positive direction. The positive approach taken by all is the reason I have given the highest scores.

1. **Were there any behaviours of your team members which were particularly valuable or detrimental to the team? Explain.**

The only detrimental aspect of the team was when someone produced another copy of the report and shared it to the chat. This caused some confusion because we then had two copies of the report that people were editing. This was quickly rectified through communicating the issue in the chat and guaranteeing only one copy will be edited, as per our original discussion.

The most valuable aspect of the team was our proactiveness. From the start it was clear we all had the same goal of producing a high standard of work, and all took an active part in producing it. Everyone came prepared, and we ensured our goals were aligned from the outset.I was pleased with this, because initially I was concerned others might not share the same level of motivation as I had.

1. **What did you learn about working in a team from this project that you will carry into your next group/team experience?**

From this project, I learned about the importance of prompt and clear communication. For example, prompt communication about the issue regarding the duplicate documents prevented unneeded corrections further down the line. Clear communications also ensures everyone’s goals are aligned and prevents time wasting through clarifying meaning. It also ensures everyone knows what to expect and what needs to be done (Gordon, 2023).

I also learned about the importance of other’s ideas. Group members made suggestions that I would not have thought of, such as a contents sheet or where Louis Dodge highlighted redundant segments within one section. I will carry these approaches forward to not only my next group / team experiences, but my own work as well.

Self-evaluation

Indicate the extent to which you agree with the following statements, using the same scale shown on the first page. Provide a self-evaluation total.

|  |  |
| --- | --- |
|  |  |
| Contributed good ideas | 5 |
| Listened to and respected the ideas of others | 5 |
| Compromised and cooperated | 5 |
| Took initiative where needed | 5 |
| Came to meetings prepared | 5 |
| Communicated effectively with teammates | 5 |
| Did my share of the work | 5 |
| **TOTAL** | **35** |

My greatest strengths as a team member are:

I believe my greatest strength as a team member is the ability to take control and lead a project. I am willing to take responsibility for decisions, when others may feel more comfortable taking a backseat. I was always vocal and willing to provide a thorough steer on the direction of the task, constantly looking for areas in which we could improve.

The group work skills I plan to work to improve are:

I feel I need to improve on empathy skills and constructive feedback. Due to my military background, I can become very focused on how I would like a project to be carried out, leading to an almost dismissiveness to other ideas and a lack of constructive feedback for others. Although I believe I did well in this project in providing feedback, there is always room to improve our weak areas. To improve this skill, I need to practice active listening and focus on how others provide feedback within the group.

**References**

Gordon, R. (2023) Why It’s Necessary to Improve Team Communication. Available from: <https://www.apu.apus.edu/area-of-study/business-and-management/resources/why-it-is-necessary-to-improve-team-communication/#:~:text=Better%20communication%20is%20crucial%20for,it%20needs%20to%20be%20done>. [Accessed 01 December 2024].