

## OPEN-ENDED PEER EVALUATION: FORM PEER2

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Team	<u>Z</u>		
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### PEER2 – TEAM PDCA

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PDCA = Plan, Do, Check, Act. It is the basic quality improvement process. Take a moment to reflect on your team's work, then answer the following questions:

TEAM FEEDBACK	YOUR ANSWERS (USE AS MUCH SPACE AS NEEDED)
What did my team do best?	I think we were able to piece together a very well-functioning requirements list/UML, and we presented a system we are all happy with so far.
What do we need to change or do better?	Communicating in a timely and clear manner, scheduling meetings that include all of us (when necessary), and dividing work are all areas we can improve as teams. Overall, I think we could all be a bit more engaged with the project and the numerous aspects of it (UML, code, architecture, testing, debugging, etc)
What other suggestions for improvement do you recommend?	I think we could use more feedback being given or pointing out concerns/possible bugs that might happen along the way. We could possibly start doing a mid-week check in.

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## PEER2 – TEAM MEMBER PDCA

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Please give some thought to each team member and your experiences working with them. Provide some feedback and make some helpful suggestions to improve the future performance of the person. One idea for thinking about improvement suggestions is to ask yourself “What do I wish the team member had done MORE of during the cycle?” and “What do I wish the team member had done LESS of during the cycle?”

Please make at least one improvement suggestion for each of your teammates.

Replace the letters in the TEAM MEMBER column with the team member’s names. Rating code (1 = inadequate to 5 = superior, the step or increment is 0.5. For example: 1, 1.5, 2, 2.5..... ). Each team member will give a rating to all other team members. Each rating will be a different number between 5 and 0.5. Everyone should not be a 5.0! Give at least one improvement suggestion to each team member. You do NOT rate yourself

YOUR RATING WILL NOT IMPACT THEIR GRADES IN ANYWAY. USE THIS TO HELP YOUR TEAM MATES LEARN ABOUT THEMSELVES.

GIVING INCOMPLETE OR NON THOUGHTFUL FEEDBACK **WILL IMPACT \*YOUR GRADE\***. Please take time to do this well.

TEAM MEMBER	OVERALL RATING	YOUR SUGGESTIONS FOR IMPROVEMENT (USE AS MUCH SPACE AS NEEDED)
KENDALL	5	YOU ARE A ROCKSTAR WHEN IT COMES TO COMMUNICATING AND WORKING ON THE PROJECT. I ALWAYS APPRECIATE EXPLAIN HOW YOUR ENTHUSIASM AND DETERMINATION TO SOLVE AN ISSUE. MY SUGGESTION WOULD BE TO EXPLAIN TESTS FUNCTION MORE THOROUGHLY, THIS WAY WE ALL CAN KNOW EXACTLY WHAT WE ARE LOOKING FOR WITH THE TESTS.
KELVIN	3	I HAVE ENJOYED GETTING TO KNOW MORE ABOUT YOU AND TALK ABOUT SOME OF OUR SIMILAR INTERESTS. I UNDERSTAND YOU ARE WORKING, BUT MY ONE SUGGESTION IS TO LET US KNOW YOUR SCHEDULE SO WE CAN PLAN MEETINGS THAT INCLUDE ALL OF US.
HARIS	4	YOU BRING A LOT OF COMEDIC RELIEF WHEN WE ARE ALL WORKING TOGETHER, SO IT MAKES DOING THE PROJECT MORE FUN AND ENJOYABLE OVERALL. MY SUGGESTION WOULD BE TO CHECK IN MORE OFTEN WITH WHERE THINGS ARE AT OR LETTING US KNOW WHAT TROUBLES ARE HAVING SOONER RATHER THAN LATER.
KIERAN	4	I APPRECIATE YOUR IDEAS SO MUCH. YOU OFTEN BRING UP POINTS I HAD NOT THOUGHT OF, AND I KNOW THAT I CAN RELY ON YOU TO SHOW UP TO MEETINGS AND ENGAGE WITH THE PROJECT. I ALSO APPRECIATE YOU CHECKING IN TO SEE WHERE THE PROJECT STANDS IN ADVANCE OF THE DEADLINE. MY SUGGESTION IS TO GIVE MORE FEEDBACK ON OTHERS WORK, AS YOU MIGHT CATCH SOMETHING THAT WAS MISSED.

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Created by William L. Honig for Loyola Univ. Chicago, COMP 330, Fall 2019.