

SWE30010 Managing IT Projects
Self and Peer Review Assessment Form [Sprint #1]



Date: March 22, 2024

Your Team: Team 1 – The Beavers

Your Name: Trac Duc Anh Luong

Use the instructions (see below) to fill in scores for each category A to J.

Team Members (Name)	A	B	C	D	E	F	G	H	I	J	Total
Trac Duc Anh Luong (Self)	5	5	5	5	5	5	5	5	5	5	50
Minh Nghia Nguyen	5	5	5	5	5	5	5	5	5	5	50
Anh Duc Nguyen	5	5	5	5	5	5	5	5	5	5	50
Tran Dat Dinh	5	5	5	5	5	5	5	5	5	5	50
Gia Minh Nguyen	5	5	5	5	5	5	5	5	5	5	50
Cong Anh Nguyen	5	5	5	5	5	5	5	5	5	5	50

Your Reasoning / Justification (You must write a paragraph about each team member below. Incomplete reviews will not be accepted.)

Name, student number	Comments (complete sentences required)
Trac Duc Anh Luong 103488117 (Self)	As the group leader, I proved myself productive with high-quality work produced throughout the sprint planning and executing sprint 1. I always tried to take the initiative to communicate with teammates to gather task requirements and clear all confusion. The work was always delivered one week before our tutor's early feedback deadline. I took the initiative to prepare the contents and host the group meetings with positive influence while working with teammates. As I put much effort into our project, I could help my peers with many tasks and have their trust and respect.
Minh Nghia Nguyen 103806269	Nghia was productive throughout the sprint and produced high-quality work. He had good verbal and written communication skills in mail and messages, taking initiative in brainstorming tasks and being responsible for UI and data-related tasks. As Nghia took the role of the Scrum Master, his efficiency in completing deadlines was well respected by other members. Nghia was always on time in meetings, with a good attitude, and tried to contribute. Finally, Nghia always strived to help other members.
Anh Duc Nguyen 103488489	Duc delivered high-quality work, with some used as templates for the group to follow. His communication skills were excellent, as his ideas were well-communicated among group members. Duc took the initiative as he joined meetings early and was responsible for monitoring the group's meetings and screen-recorded daily meeting videos. Duc was well respected by team members and the leader, putting effort into contributing to the group's work and being responsible.
Tran Dat Dinh 103487143	Dat produced excellent work on time and helped other members. Thanks to his great communication and business analytics skills, the group members could understand and appreciate his ideas. Dat showed initiative by showing up early for meetings and preparing notes. Since Dat was responsible and tried to contribute to the group's work, he was well-liked by both the team and the leader. His contributions also resolved choke points in our tasks and made the teamwork easier.



Gia Minh Nguyen 103487156	Minh produced excellent work, as his contributions in group submission received good feedback from our lecturer. His thoughts were effectively conveyed to the other group members, demonstrating his strong communication abilities. Minh showed initiative by being early for meetings, preparing keynotes, and contributing considerably. Due to his effort in contributing to the group's work and his responsibility, Minh was respected by both the team and the leader.
Cong Anh Nguyen 103792960	Cong Anh made many contributions to the analysis of user stories and requirements. His effort contributed to the ideas and requirements so that the team could easily move to the development phase and avoid scope creep and misunderstanding. Cong Anh's initiative was outstanding, as he researched customization methods and performance improvement techniques in low code. Overall, the team was satisfied with Cong Anh's contributions and performance.

**Self and Peer Assessment Form**

The main purpose of this form (on Sheet 2) is for all Group members, including yourself, to reflect on its interactions, but it may be also be helpful in resolving disputes over the relative contributions of Group members.

Using the spreadsheet **Self and Peer Assessment Form**

1. List the members of your Project Group
2. Enter a score between 0 and 5, for categories A to J for all members of the group including yourself.
3. You will be asked to take a newly completed form to Group meetings with your supervisor: your supervisor will tell you which meetings.

S. Winger-Haunty (1990). University of Wisconsin-Stout Modified by Pheroza Daruwalla and Ian Knowd, 1994

A. Quantity of Work

- 0 - Did nothing - uninvolved
- 1 - Does enough to get by
- 2 - Occasionally exceeds standards- needs improvement
- 3- Satisfactory. Does more than what is required
- 4 - Very industrious. High Quality. Consistent
- 5. Always exceeds productivity standards. Outstanding

B. Quality of Work

- 0 - Careless. Makes frequent mistakes. Assignment suffers.
- 1 - Mistakes frequent enough to question results.
- 2 - Work is basically correct.
- 3 - Accurate when and where it really counts. Satisfactory.
- 4 - Almost always accurate in all areas of contribution
- 5 - Outstanding. Perfect quality. No mistakes.

C. Communication Skills

- 0 - Blunt, discourteous, does not listen, antagonistic, distant, aloof.
- 1 - Sometimes tactless. Approachable and friendly once known by others.
- 2 - Agreeable and pleasant. Warm, friendly , sociable, listens.
- 3 - Always very polite and willing to help. Very sociable and outgoing. Listens and understands.
- 4 - Courteous and very pleasant. Excellent at establishing good will.
- 5 - Inspiring to others. Artful listener. Really understanding.

D. Initiative

- 0 - Displays no self starting characteristics. Acts without purpose.
- 1 - Puts forth little effort. Requires prodding - sets no speed records.
- 2 - Puts in minimal effort to get task completed.
- 3- Strives hard. Desire to achieve.
- 4 - High desire to achieve. Always puts in a solid days work.
- 5 - Sets high goals. Self starter with high motivation. Constantly goes beyond call of duty.

E. Efficiency

- 0 - Work is invariably late.
 - 1 - Work occasionally completed on schedule.
 - 2 - Work usually complete on schedule. Some contribution to minor problem solving.
 - 3 - Work always complete on schedule.
 - 4 - Work complete. Consistent in defining and resolving major problems.
 - 5 - Work invariably done ahead of schedule. Imaginative.
- Can be counted on to make major contributions.



F. Personal Relations

- 0 - A very disruptive influence
- 1 - Is source of some friction
- 2 - Causes no problems
- 3 - Satisfactory, harmonious
- 4 - Is a positive factor
- 5 - Respected by others. Presence adds to environmental stability

G. Group Meeting Attendance

- 0 - Never attended any meetings. Showed no interest.
- 1 - Occasionally attended. Would commit and then not show.
- 2 - Sometimes uncooperative in planning schedule. Hard to get in touch with.
- 3 - Would attend. Usually late
- 4 - Could be counted on to attend.
- 5 - Never missed a meeting. Always on time

H. Attitude and Enthusiasm

- 0 - Poor disposition, uninvolved, indifferent
- 1 - Unenthusiastic, blase
- 2 - Half hearted
- 3 - Positive demeanour
- 4 - Positive attitude and spirited.
- 5 - Exuberant and eager. Positive influence. Inspiring to others. Team builder.

I. Effort

- 0 - Puts forth no effort. Expects others to carry the load.
- 1 - Puts forth some effort.
- 2 - Displays enough effort to get by.
- 3 - Solid contributions
- 4 - Strives very hard. Energetic.
- 5 - Self starter. Consistently goes beyond call of duty.

J. Dependability

- 0 - Uninvolved. Unreliable
- 1 - Unsteady, but tries somewhat.
- 2 - Occasionally would come through. Inconsistent.
- 3 - Needs some improvement. Suitable.
- 4 - Very trustworthy. Could be counted on to take responsibility.
- 5. Always responsible. Kept the group together and in the right direction. Steady influence