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 | Milad Chowdhury |
| Group/Team number or name | Group 1 : MD Chowdhury/Pok Chi Li/ Louis Dodge/ James Edney |

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:** Pok Chi Li | **Team member:** Louis Dodge | **Team member:** James Edney |
| 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?**

Overall, the team worked effectively and stayed focused on the assignment objectives. Communication was consistent, and we divided tasks early, which helped us stay on track. Everyone contributed to the discussion, and the final document came together through collaborative effort and review cycles. The use of shared documents and messaging tools also helped streamline coordination.

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

Valuable behaviours included responsiveness, clarity in assigning roles, and the willingness of team members to support each other when someone needed help understanding a section. For example, James researched CWSS thoroughly when scoring models were debated and helped guide the team toward a better-suited approach. Louis consistently informed the group through WhatsApp and followed up on task progress, which helped maintain momentum. Cooper contributed to structuring the AD Tree clearly and was responsive when revisions were suggested. There were no noticeably detrimental behaviours, even when workload or availability varied; everyone stayed respectful, communicated well, and supported the team’s goals.

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

I learned the importance of early alignment on tools, expectations, and structure. Having shared access to resources and keeping discussions focused made the workflow smoother. We used WhatsApp as our primary communication channel, which helped us stay connected in real time, clarify tasks quickly, and check in on each other’s progress. I also realised that constructive feedback and flexibility are key to resolving disagreements efficiently. For future group projects, I’ll aim to help set that foundation early and ensure everyone is on the same page, supporting a balanced and productive team dynamic.

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.

|  |  |
| --- | --- |
|  | Self-Rating (1-5) |
| 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:**

My greatest strengths as a team member include clear communication, organisation, and a proactive attitude. I consistently kept track of our shared goals, supported the team in maintaining progress, and helped clarify task responsibilities when needed. I was especially focused on making sure everyone had access to the most up-to-date versions of the document and that we stayed aligned on formatting and terminology. I also made a point to maintain a constructive and collaborative tone during discussions, encouraging participation and helping resolve uncertainties, particularly around scoring models and referencing. By staying engaged across platforms like WhatsApp and shared documents, I ensured the team could respond to issues quickly and avoid delays. Overall, I contributed by completing my sections and helping coordinate and elevate the group's outcome.

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

While I feel confident in task management and communication, I want to improve my delegation and time negotiation skills. I sometimes stepped in to fix minor issues or take on extra checks, which could have been distributed more evenly. In future projects, I aim to trust more in the collaborative process by allowing others to handle certain aspects without stepping in too early. I also want to become more comfortable giving constructive feedback in real-time, especially when clarity or quality is needed, without hesitating out of concern for group harmony. Developing assertiveness in sharing suggestions and managing group pacing would help me contribute more strategically. These skills are essential for academic teamwork and professional environments where shared ownership and clear accountability are key.