**MEC4407: Design 3**

**Review of CATME Peer Assessment and Team Feedback**

* This is a guide for your team meeting that will help you meet the learning outcomes of this unit.
* Please enter your meeting minutes into the accompanying template.
* Once complete, have your minutes reviewed by a tutor who will stamp the top left corner.

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| **Prep** | ***Preparation***   * Review your Peer Assessment feedback by logging into [www.catme.org](http://www.catme.org) * Review your Peer Assessment scaling factor for this round by viewing your GradeBook. |
|  | **IMPORTANT: Your Factor is confidential. You are not required to share it with your team if you don’t want to!** |
|  | ***1: Take Attendance –*** All late comers and no-shows must be recorded as such. |
| **2 mins** | ***2: Meeting Roles***   * Choose a **TIMEKEEPER** who will keep the discussions on time. Use a stop watch/timer. * Choose a **SCRIBE** who will record minutes on behalf of the team * Choose a **FACILITATOR** who will lead and moderate the discussion |
| **5 minutes** | ***3: Completion of Peer Assessment***  **FACILITATOR -**  Go around the group and for each member check:   * If they completed the current CATME survey? * Reviewed their CATME feedback and Gradebook Factors? * How they rate their satisfaction with this feedback on a scale of 1 – 10 where:   *1 = Very disappointed and shocked; 5 = About what I thought; 10 = Surprised and delighted!*   * The three LEAST satisfied members should be asked to provide feedback to the team on the ways in which team work in this group could be improved. |
| **10 minutes** | ***4: Positive Contributions***  **FACILITATOR -**  Working from the LEAST satisfied team members to the MOST satisfied:   * Lead a group discussion which identifies ONE THING that each team member did well in this round. As a team please thank each member for their contribution. * Individuals may provide suggestions for themselves, but the rest of the team should decide what their most valuable contribution was. |
| **10 minutes** | ***5: Areas for Improvement***  **FACILITATOR -**  Working from the MOST satisfied team members to the LEAST satisfied:   * Have each member nominate ONE THING that they could personally do better or improve upon in future team work. |
| **2 minutes** | ***6: Principle or Practice of Effective Teamwork***   * Once each person has nominated an area for improvement, look for the most common theme, and as a TEAM discuss in detail HOW this aspect of team work could be improved by ALL members. Capture these ideas in your minutes. |

Once complete, have your minutes reviewed by a tutor

**Photograph your minutes and save it to your shared drive**