**Teamwork Evaluation**

Project: *Happy Valley Kennels*  **Team: Team 2**

Date: \_September 14, 2016\_ Evaluator Name: **Philip**

| **Category** | **Exceptional (4)** | **Acceptable (3)** | **Amateur (2)** | **Unsatisfactory (1)** | **Alex** | **Jeremy** | **Philip** |
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| **Preparation** | Student arrived on time and was prepared for the meeting with required meeting materials. The student had reviewed the material before the meeting | Student was less than 5 minutes late and was prepared for the meeting with required meeting materials. The student had read some of the material before the meeting | Student was more than 5 minutes late and was prepared for the meeting with the required meeting materials. The student had not read any of the material before the meeting. | Student was not prepared for the meeting with the required meeting materials. The student had not read any of the material before the meeting. | **4** | **4** | **4** |
| **Level Of Engagement** | Student proactively contributes to the meeting by offering ideas and asking more than one question. | Student proactively contributes to the meeting by offering ideas and asking questions. | Student rarely contributes to the meeting by offering ideas and asking questions. | Student never contributes to the meeting by offering ideas and asking questions. | **4** | **3** | **4** |
| **Listening Skills** | Student listens when others talk, in the meeting. Student incorporates or builds off of the ideas of others. | Student listens when others talk in the meeting. | Student frequently does not listen when others talk n the meeting. | Student does not listen when others talk in the meeting. Student often interrupts when others speak. | **3** | **4** | **3** |
| **Behavior** | Student did not display any disruptive behavior during the meeting. | Student rarely displayed disruptive behavior during the meeting. | Student occasionally displayed disruptive behavior during the meeting. | Student constantly displayed disruptive behavior during the meeting. | **4** | **4** | **4** |

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| **Name** | **Comments** |
| **Jeremy** | **Could’ve talked a little bit more since a lot of it was Alex and I going back and forth but Jeremy didn’t input his thoughts on what we we’re talking about quite as much. I felt like I had to ask him his thoughts a bit more. But maybe he didn’t talk as much just cause Alex and I we’re so much. He did a good job of making sure to take some notes and write down some interview questions since Alex wasn’t doing that quite as much as he was supposed to.** |
| **Alex** | **Alex talked quite a bit, which was nice, but I feel like sometimes he got stuck on certain ideas that Jeremy and I disagreed with but kept trying to back them up without actually having a reason for it, which kind of hindered progress every now and then, but otherwise it was fine because he had a lot of good ideas. As the note taker, I feel like he could’ve done a little more since Jeremy was often the one writing things down. Alex was too engaged in the actual discussion to remember to do his job.** |
| **Philip** | **I felt like I did a good job keeping the meeting going. There were a couple times we got a little derailed, but I tried to make sure we got in everything we needed to talk about. I’ve also tried to make sure that we can discuss things and share things as quickly and easily as possible by setting up shared folders in google docs so that we can work together more easily.** |
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