Team Project Evaluation

- Use the `Team-Project' directory as a template.
- Copy all your project results (artifacts and progress) in the deliverables directory (create sub-directories whenever necessary) and complete (mark and grade) the grading.docx in the directory.
- Change the directory name; for example, `Team1-Project` is the directory name if `team1` submits the Project results.
- Zip the directory to make a zip file, for example, `Team1-Project.zip`.
- Only the team leader submits Team Project results.
- Team members evaluate (a) team leaders and (b) team members using the `self_leader_member_review.docx`.

Evaluation Points are 100 maximum points and will be Adjusted.

- All of the project evaluations are normalized points (maximum 100 points).
- The earned points will be adjusted to the final points.
  - For example, if the maximum project points are 250, and a team or an individual earns 80 points, the final points are adjusted to 200 (250 * 0.8).

Step 1: Write an executive summary.

- This is the one-page summary of the project that high-level managers (Directors, CTOs, or CEOs) are supposed to read, not software engineers.
  - High-level managers typically don't have time to read the full document, so make it short.
- This report clarifies the core information that high-level managers need to know.
- The file format should be MS Word, Markdown, or PDF, which we can easily read without installing special software.

- Store the summary in `deliverables/executive summary`.

Step 2-1: Download and copy the GitHub artifacts and Canvas pages

- Download all the files (artifacts) of the GitHub repository and copy them into `deliverables/artifacts.`
- Make sure these artifacts are correctly copied in the directory. Also, **make sure to write the links (directory names in the GitHub) of each artifact in** the `evaluation/team_project_member_review.docx`.
    - Progress
        - All the cloc results each week
        - Weekly sprint meetings presentation files
    - Requirements document
    - Design document
        - Architecture and design of your features
    - Manual
        - Simple manual of your feature
    - Presentations (start and final)
- Also, be sure to store all the code and tests
    - Code
    - Tests

Step 2-2: Download and Copy Canvas Project Pages

- Download all the Canvas project pages into `deliverables/progress`.
- Make sure the Canvas project page has all the schedule and progress information that each team has updated during the project.
    - Team Page
    - Team leader page

    - Team member pages

Step 3: Make Video Clips for your demonstration

- Make a demonstration video clip (or clips if necessary) of your features to show how your feature works.
    - The format does not matter as long as all the required features are implemented and demonstrated.
    - Use size-efficient video codec to reduce the video file size to as small as possible.
- Copy the video clip (or clips) in the `deliverables/demonstration` directory.
- This is a replacement for the on-site demonstration, so 0 points will be given to the project if the video clip(s) are not stored in the directory.

Step 4-1 (Team Leaders): Evaluate Team Project and Team Members

- Team leaders use the `evaluation/project_member_review.docx` for the following:
    - Project Artifacts (Maximum 50 points, ***common to all members***)
    - Project Progress for each member. (Maximum 50 points)
    - Code/Tests Quality for each member (Maximum 50 points)
    - Contribution of each member (Maximum 50 points)
- Zip and upload the project directory.
    - Be sure that no hidden, temporary, or .git directory is included in the submission.

Step 4-2 (Team Members): Evaluate of self, peers, and leaders

- Team members use the `self_leader_member_review.docx` for the following:
    - Self-evaluation (50 points)
    - Team Leader Evaluation (100 points)

    - Peer Team Members Evaluation (50 points)
- Upload the `self_leader_member_review.docx` on Canvas.
    - ***Students will earn 0 points for the project evaluation when they don't upload the review file.***

Grading Process for the Project

- Team leaders grade a team and other members and upload the results with artifacts/schedules (step 4-1).
- Team members grade themselves, their peers, and their leaders (step 4-2).
- The instructor and CSC/ASE professor(s) evaluate the final results (artifacts and canvas pages) again to add or deduct points.

Grading Example

- Team T has one team leader, L, and two members, M1 and M2.
    - M1 did everything perfectly, but M2 missed many things.
    - M1 evaluates L as a perfect leader, but M2 does not.

Evaluations

- These are the evaluation results of the artifacts, M1, and M2 by L.

	M1	M2
Project Artifacts (Common)	50/50	50/50
Project Progress	50/50	30/50
Code/Test Quality	50/50	20/50
Contribution	50/50	10/50

- These are the evaluation results by M1.

Self	50/50
Leader	100/100

Peer (M2)	35/50

- These are the evaluation results by M2.

Self	45/50
Leader	50/100
Peer (M1)	50/50

Total Points Earned

- L earns 83.3:

Project Artifacts (Common)	50
Average leader evaluations from M1 and M2	75 = (50 + 100)/2
Total	125/150
Normalized Total	83.3

- M1 earns 100:

Project Artifacts (Common)	50
Self evaluation	50
Leader evaluation	150
Average peer evaluations (In this case, from M2)	50 = 50/1
Total	300/300
Normalized Total	100

- M2 earns 63.3:

Project Artifacts (Common)	50
Self evaluation	45
Leader evaluation	60

Average peer evaluations (In this case, from M1)	35 = 35/1
Total	190/300
Normalized Total	63.3

- The final points will be (a) adjusted accordingly and (b) can be modified by the professor and CS/ASE committee members.