## TASK COMPLETION

Did the team member follow guidelines and complete the task before deadlines as agreed upon by the group?

|  |  |  |
| --- | --- | --- |
| **Score** |  | **Description** |
| 25 |  | always delivered all materials well in advance of deadlines |
| 20 |  | always met deadlines |
| 10 |  | usually submitted materials on time |
| 5 |  | rarely submitted materials on time |
| 0 |  | never submitted materials on time |

## COOPERATION

Did the team member cooperate with the rest of the group? Was the team member an active member during group meetings?

|  |  |  |
| --- | --- | --- |
| **Score** |  | **Description** |
| 25 |  | team member actively strived to get all members to participate and stay on topic |
| 20 |  | team member participated, and was able to reach agreements with the team |
| 10 |  | team member participated sometimes in group meetings, but did not take an active role |
| 0 |  | team member had no cooperation; sat silent in meetings or was argumentative |

## QUALITY

Did the product of this team member adhere to standards set forth by the group? Was the quality of their work as expected/greater than expectations?

|  |  |  |
| --- | --- | --- |
| **Score** |  | **Description** |
| 25 |  | team member's work was exceptional; EXEMPLARY |
| 20 |  | team member's materials were very good; SLIGHT REWORK |
| 10 |  | team member's materials were passable; MAJOR REWORK |
| 0 |  | team member produced very poor materials; UNSUBMITTABLE |

## COMMUNICATION

Was this team member active in communication among the team? Was this team member easy to contact, and did they respond to communications in a timely manner?

|  |  |  |
| --- | --- | --- |
| **Score** |  | **Description** |
| 25 |  | team member always responds to communications within a timely manner |
| 20 |  | team member frequently responds to communications within a timely manner |
| 10 |  | team member rarely responds to communications within a timely manner |
| 0 |  | team member never responds to emails or other types of communications |

|  |  |
| --- | --- |
| **Score** | **TEAM MEMBER’S SCORE** |
| 100 |  |

The undersigned team members agree to work on a class project together, and after a team meeting have decided to be evaluated by our fellow teammates using the above evaluation metrics at the end of this project.

Member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Print name here)

Member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Sign here)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print name here)

Member 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Print name here)

Member 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Sign here)

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(Print name here)

Team members:

Anthony Simonutti

Cody Doyle

Chris Weir

Tong Liu