

## E370 Team Project – Fall Semester, 2009-10 Team Evaluation Instructions

### Instructions:

1. The Team Evaluation Form is on the next page. Print it.
2. Thoughtfully and carefully fill it out.
  - a. Write your team number in the designated space.
  - b. Write the name of your project in the designated space.
  - c. List each team member's full name, **including your own**.
  - d. **For each category**, assign each person a percentage score that falls between **50% and 105%**. Some items to consider are:
    - i. **Attendance and Punctuality:** Consider if member responded to email, attended meetings, responded to phone calls, arrived on time, stayed til the end of the meeting.
    - ii. **Preparation and Reliability:** Consider if member came prepared, helped with tasks, produced what was promised, could be counted on, sought answers when necessary outside the team.
    - iii. **Participation and Contribution:** Consider if member made an effort to participate, asked those that are "quiet" to become involved, did not monopolize the situation, could provide leadership (keep team on task), contributed ideas.
    - iv. **Attitude and Cooperation:** Consider if member was available, didn't balk at assignments, did minimal complaining.
    - v. **Share in Tasks:** Consider if member did fair share, volunteered for tasks, shared knowledge, didn't offer to do it for others.
    - vi. Under special circumstances, a score of 0% may be given to a team member. Special circumstances require that at least two members of the team have notified their coach about a free-loading team member **in writing** prior to turning in the second part of the project. The free-loading member must be kept notified of all team meetings through the end of the semester, and evidence of having done so will be requested at the end of the semester should the situation not improve.
    - vii. For each team member, average the percentage scores you have awarded.
3. Print your name, then sign and date the evaluation in the designated space.
4. Place the evaluation in an envelope and seal it.
5. Sign your name across the flap.
6. Give the evaluation to your coach at the time of your Oral Presentation.

**E370 Team Project – Fall Semester, 2009-10  
Team Evaluation**

Team Number	Project Name						
Team Member's Name	Attendance and Punctuality	Preparation and Reliability	Participation and Contribution	Attitude and Cooperation	Share in Tasks	Average Percent	For Coaches Use Only
<b>Special Comments:</b>							

I, \_\_\_\_\_, assert that the assessments given above are my most accurate estimates of my team  
(Please Print Your Full Legal Name)

members' performances in the Team Project, and that they are in no way based on any consideration of gender, race, or religious preference.

X \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)