

CHEN 4470 – TEAM EVALUATION FORM

Must be completed by all members and returned with each progress report and the final report

Member A (your name)	
Member B	
Member C	
Member D	

Did all members of the team contribute their fair share of the project work?

circle: YES NO

If YES, then **sign the box at the bottom** of the form and return it to Dr. Eden.

If NO, answer the questions below. Full contribution or participation of a team member is 100%. So if all four members did their fair share, put 100 - 100 - 100 - 100 in the four boxes along a row. If member B did only half of the work that he/she was supposed to do, put 100 - 50 - 100 - 100 in the boxes. Include comments for explanation in the space below. **Sign at the bottom** and return to the form to Dr. Eden.

	Member A	Member B	Member C	Member D
What percentage of fair-share of the project considerations and calculations did each member contribute?				
What percentage of fair-share of the report writing did each team member contribute?				
What percentage of agreed-upon team meetings did each member attend?				
What percentage of agreed-upon team meetings did each member show up on time?				
What percentage of agreed-upon tasks did each member complete by the agreed-upon team deadlines?				

Comments

Signature/Date
