

Appendix D: Forms

[For you to tailor to your needs.]

D-1 Individual Structured Reflection

Name: _____ Team: _____ Date: _____

1. Circle the rating that best describes your team for each of the three items below:

a. How productive was the group overall?

Accomplished some but not all of the project's requirements	Met project requirements but could have done much better	Accomplished all goals that we set for ourselves	Went way beyond what we had to do exceeding even our own goals
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b. Which of the following best describes the level of conflict at group meetings?

No conflict, everyone seemed to agree on what to do	There were disagreements, but they were easily resolved	Disagreements were resolved with considerable difficulty	Open warfare: still unresolved
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2. Rate yourself and each team member (1 Disagree, 2 Tend to disagree, 3 Tend to agree, 4 Agree)

Team member's name	SELF				
Took a leadership role					
Helped team overcome differences					
Fully engaged in discussions during meetings					
Often excessively dominated team discussions					
Contributed useful ideas					
Kept open mind/ willing to consider other ideas					
Encouraged team to complete project on time					
Delivered work when promised/ needed					
Had difficulty negotiating with team members					
Distribute 100 points for overall contribution to the team's effort (include work, communication, problem solving etc.)					

3. Review items 1 and 2 and write a brief description of any problems or conflicts you encountered in working with this group and how they were resolved. (Continue over the page if necessary.)

D-2 Individual Peer Assessment (Manual Form)

Name: _____ Team: _____ Date: _____

Assign scores that reflect how you really feel about the extent to which the other members of your team contributed to your team's performance. This is your only opportunity to reward the members of your team who worked hard on your behalf. **If you give everyone the same score you will be hurting those who did most and helping those who did the least.**

1. List the name of each team member.
2. Evaluate the contributions of each person to the deliverable by distributing 100 points among them for each of the categories.
 - Communication/ Collaboration = attendance and participation at meetings, email/ SMS/ discussion board response
 - Contribution to overall project = workload including: scoping, research, design, testing, analysis, reporting, editing, final submission production
 - Timeliness = ability to meet agreed contribution times
 - Performance = standard and completeness of work
3. Include a comment for each person to justify your scores.

NAME	Communication/ Collaboration	Contribution to overall project	Timeliness	Performance	Total	COMMENT
Yourself						
TOTAL	100	100	100	100		

D-3 Student Feedback

Replace items in italics with your activities, and tailor form to suit.

Complete this form after submission of the final team project; it has been designed to get your feedback on the processes that have been used this semester to ensure that your team was successful.

Team name: _____

1. Team training and forming

In terms of training and team formation, the exercise was:	No use	Some use	Useful	Essential
<i>Exercise 1 (Week X)</i>				
<i>Exercise 2 (Week X)</i>				

Comments: _____

2. Team processes

The following were used to facilitate the team:	Never	Somewhat	Often	Always
Meeting agendas				
Meeting minutes				
Gantt charts				
Online group page				

Other systems used to facilitate the team: _____

3. Mentor meetings – timing

The meeting was:	Wrongly timed	Little use at this time	Some use at this time	Perfectly timed
<i>Meeting 1 (Week X)</i>				
<i>Meeting 2 (Week X)</i>				
<i>Meeting 3 (Week X)</i>				
Final feedback meeting (Week X)				

Comments on the timing of mentor meeting: _____

4. Mentor Meetings – Information

The mentor input was:	No use	Little use	Useful	Essential
Technical input from mentors				
Time management input from mentors				
Team facilitation input from mentors				

Comments on mentor meetings: _____

5. Learning Outcomes

What did you learn about team facilitation: _____

What do you still need to work on: _____

