Team Evaluation Summary – Dialog/Feedback Exercise

# Title of the assignment \_\_(Sample Exercise in Video Clip) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your name \_\_\_\_\_D\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Day/Time \_\_\_\_\_\_XX\_\_\_ Team # \_\_\_##\_\_**

Below is a summary of the evaluation forms turned in by team members for Student D on the project in the Video.

## **Rating scale**

Please use the following 0-10 scale to evaluate each team member in each area. The maximum total points possible are 100 (10 points for each area).

Strongly Kind of Neutral Kind of Strongly

Disagree Disagree Agree Agree

0 1 2 3 4 5 6 7 8 9 10

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Names  Areas | Submitted by A | Submitted by B | Submitted by C | Submitted by E | Average  of submissions |
| Attended or participated in all team activities (via email, chat, phone, etc.) | 4 | 2 | 3 | 5 | 3.50 |
| Came prepared for team meetings and communicated ideas effectively | 7 | 3 | 5 | 8 | 5.75 |
| Completed tasks on time and to specification | 4 | 0 | 2 | 5 | 2.50 |
| Improved the final product by offering insightful comments | 10 | 10 | 10 | 10 | 10.00 |
| Gave timely and honest feedback | 5 | 0 | 2 | 6 | 3.25 |
| Encouraged innovation among teammates | 4 | 2 | 2 | 6 | 3.50 |
| Shared essential information with teammates | 7 | 6 | 5 | 10 | 7.00 |
| Listened to others and showed respect for different viewpoints | 4 | 0 | 3 | 5 | 3.00 |
| Supported and followed  team processes and rules | 4 | 0 | 3 | 6 | 3.25 |
| Was energetic, enthusiastic and creative | 10 | 7 | 6 | 10 | 8.25 |
| **TOTAL SCORE OUT OF 100** | 59 | 30 | 41 | 71 | 50.00 |

**Additional Feedback*. Use the back of this form to provide feedback to your team members or to a specific member. Your feedback will be conveyed to without disclosing your identity to the team member(s). (Remember to balance your feedback -- say positive things as well as behaviors you would like to see changed). Please provide rationale for especially high or low scores.***