Team: Amazon

Project Title: Email Improvement Tool

Evaluator Name: Annika Karlstrom

Overall Effort and Performance Rating:

In the table below, rate each team member (including yourself) on their overall effort and their overall performance. For each team member, for each category, place a capital X in exactly one of the columns 0 to 4, where 0 is a poor rating and 4 is an excellent rating.

Note that there should be exactly two X’s in each row. The X’s that are already in the table are merely there as placeholders. Delete them when necessary and place an X in the appropriate column. **Do** **not** **rearrange** the team member names or edit them in any way.

|  |  |  |
| --- | --- | --- |
|  | Overall Effort Rating | Overall Performance Rating |
| Team Member | Poor Excellent | Poor Excellent |
|  | 0 | 1 | 2 | 3 | 4 | 0 | 1 | 2 | 3 | 4 |
| Nafisa Ahmed | X |  |  |  |  | X |  |  |  |  |
| Will Gamba Jr |  | X |  |  |  |  | X |  |  |  |
| Annika Karlstrom |  |  | X |  |  |  |  | X |  |  |
| Jack Sleeman |  |  |  | X |  |  |  |  | X |  |
| Byzjon Speights |  |  |  |  | X |  |  |  |  | X |
| Michael Than | X |  |  |  |  | X |  |  |  |  |

Worst and Best Team Member Rating:

In the table below, pick the team member who you feel is the worst team member, and which team member who you feel is the best team member. Place a capital X in the appropriate row and column for each choice. You will be able to explain your choices in questions 4 and 5 below.

Note that there should be exactly one X in each column. The X’s that are already in the table are merely there as placeholders. Delete them when necessary and place an X in the appropriate row and column **Do** **not** **rearrange** the team member names or edit them in any way.

|  |  |  |
| --- | --- | --- |
| **Team Member** | **Who is the worst?** | **Who is the best?** |
| Nafisa Ahmed | X |  |
| Will Gamba Jr |  | X |
| Annika Karlstrom |  |  |
| Jack Sleeman |  |  |
| Byzjon Speights |  |  |
| Michael Than |  |  |

Questions:

1. What did you consider the toughest part of being on this team and on this project? Or, have you been surprised by how this team functioned in a positive way? Give specific examples.

Type your response here...

1. Describe the technical contributions (or lack thereof) of each team member. That is, describe what each team member contributed as a software developer to your project. Be specific. Contributions may include things like architecture, design, algorithms and code. Include comments about the quality of their work.

Nafisa Ahmed: Type your response here...

Will Gamba Jr: Type your response here...

Annika Karlstrom: Type your response here...

Jack Sleeman: Type your response here...

Byzjon Speights: Type your response here...

Michael Than: Type your response here...

1. Describe the team contributions (or lack thereof) of each team member. That is, describe what each team member contributed as a team member to your team. Be specific. Include comments about attendance at meetings, timeliness of completing work, commitment to the project, reliability and effort put forth.

Nafisa Ahmed: Type your response here...

Will Gamba Jr: Type your response here...

Annika Karlstrom: Type your response here...

Jack Sleeman: Type your response here...

Byzjon Speights: Type your response here...

Michael Than: Type your response here...

1. In the table above, you rated one of your team members as the **worst** team member. Why? Be specific.

Type your response here...

1. In the table above, you rated one of your team members as the **best** team member. Why? Be specific.

Type your response here...

1. Do you feel that there are areas with which you personally needed more help?

Type your response here...

1. Do you have any suggestions for the instructor for improving the capstone experience?

Type your response here...

1. Do you have any suggestions for your teaching assistant for improving the capstone experience?

Type your response here...

1. How were your interactions with your project sponsor?

Type your response here...

1. Do you have any suggestions for your project sponsor for improving the capstone experience?

Type your response here...

1. Do you have any have anything else that you would like to add that is not covered in any of the other questions above? (For this question, a simple answer of “no” is okay.)

Type your response here...

Instructions:

1. You must use the Windows version of Office 365 Word to complete your Team Evaluation Form. We have software that processes parts of the TEFs auto-magically. If your TEF cannot be processed because you used something other than the Windows version of Word, you will not receive ANY credit for your TEF. As a result, you will lose 5% of your final grade.

Carefully read [28. Editing Documents and Presentations Using Office 365](http://www.capstone.cse.msu.edu/2023-08/other-links/syllabus/#editing-documents-and-presentations-using-office-365) in our course syllabus.
2. **Do not change** the filename of your team evaluation form. It should be the same as you downloaded of the form [###]-team-[team-name]-[your-last-name].docx where [###] is a sequence number, [team-name] is your team name and [your-last-name] is your last name as in 014-team-auto-owners-dyksen.docx.
3. Email this completed Word document to dyksen@msu.edu.

For Subject, use “Team Evaluation: Team [Team Name] by [Your Last Name]” where [Team Name] and [Your Last Name] are replaced by your team name and your last name, respectively as in “Team Evaluation: Team Auto-Owners by Dyksen”.
Include some professional text in the body of your email. If you leave it blank, it may end up in my junk folder.
Attach your TEF to this email, by dragging-and-dropping it as a local file from your local drive to this email. Outlook may suggest attaching your TEF as a Microsoft OneDrive document. Do not attach it as a OneDrive document; instead, click past this to the local file selection option.
4. Your team evaluation form is due by 11:59 p.m. Wednesday, December 6, 2023.

Team evaluation forms will not be accepted after the deadline.