FIGURE 3.2 Team Charter

Welcome Web site at <webaddress.com/completeguide>

You can also download a copy of this questionnaire from the Team Project Web site. Why or why not? (Your answer is conditional.)

1. Would you want to work with these teammates again on a future project? Why or why not? (Your answer is conditional.)

2. What advice would you give to each of your teammates to help improve their teamwork skills?

3. What improvements can you make to your performance?

4. Most important contribution that he or she made to the project: 1. List everything that each member of the team (including yourself) felt the single most important contribution that he or she made to the project.

At the end of your project, answer the following questions about your performance and your contributions to the project:

Peer Evaluation Questionnaire

1. Broad Team Goals
   a. Performance
   b. Alignment with project goals
   c. Quality of presentation
   d. Overall contribution

2. Individual Contributions:
   a. Performance
   b. Alignment with project goals
   c. Quality of presentation
   d. Overall contribution

3. Contribution to the Project: Be as specific as possible.

4. How well the team met the project objectives.

5. Overall contribution of the team (including yourself) to the project.

6. Feedback from other team members.

7. Suggestions for improving the team's performance.

8. Personal goals
   a. Performance
   b. Alignment with project goals
   c. Quality of presentation
   d. Overall contribution

9. Individual Contributions:
   a. Performance
   b. Alignment with project goals
   c. Quality of presentation
   d. Overall contribution

10. Contribution to the Project: Be as specific as possible.

11. How well the team met the project objectives.

12. Overall contribution of the team (including yourself) to the project.

13. Feedback from other team members.