G52GRP 2016

Proforma for Individual report.

The main purpose of the individual report is to reflect on the quality of your own contribution and the experience you had in the team. You are going to be asked to note the achievements you have made against the requirements for the project which you had at the beginning. Give clear explanation of how you contributed.

In addition you are asked to do a peer review of your colleagues stating ways in which you believe they exceeded, met or failed to meet the expectations the group had of them.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Individual Project Report** | <Student Name> | | <email address> | |
| **Expected Submission Date** | 17 May 2017 | | | |
| **Project Title** |  | | | |
| **Sponsoring Company** |  | | | |
| **Contact Person** |  | | | |
| **Contact Email** |  | | | |
| **Project Supervisor** |  | | | |
| **Supervisor Email** |  | | | |
| **Date of Award of Project** | 2 October 2016 | | | |
| Answer the following from your own perspective | | | | |
| **Why did the group decide to apply to do this project?** | | | | |
|  | | | | |
| **Do you think the original project description matched the project as it really happened?** | | | | |
|  | | | | |
| **What role did you play?** | | | | |
|  | | | | |
|  | | | | |
| **What difficulties did you experience in doing this role?** | | | | |
|  | | | | |
| **What was your general experience of working in a group?** | | | | |
|  | | | | |
| **If there were particular difficulties in working in this group what did you do to try and resolve these?** | | | | |
|  | | | | |
| **What level of attendance did you have for meetings with the project sponsor and or supervisor?** | | **I attended**  **All meetings** | |  |
| **More than 2/3 of meetings** | |  |
| **Less than ½ of meetings** | |  |
| **Other** | |  |
|  | |  |

Peer Review

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Evaluation (out of 5) | Performance description | |
|  |  | General Contribution to the project |  |
|  | Attendance at meetings |  |
|  | Creativity |  |
|  | Work rate |  |
|  | How did they perform as a team member |  |
|  |  | General Contribution to the project |  |
|  | Attendance at meetings |  |
|  | Creativity |  |
|  | Work rate |  |
|  | How did they perform as a team member |  |
|  |  | General Contribution to the project |  |
|  | Attendance at meetings |  |
|  | Creativity |  |
|  | Work rate |  |
|  | How did they perform as a team member |  |
|  |  | General Contribution to the project |  |
|  | Attendance at meetings |  |
|  | Creativity |  |
|  | Work rate |  |
|  | How did they perform as a team member |  |
|  |  | General Contribution to the project |  |
|  | Attendance at meetings |  |
|  | Creativity |  |
|  | Work rate |  |
|  | How did they perform as a team member |  |
|  |  | General Contribution to the project |  |
|  | Attendance at meetings |  |
|  | Creativity |  |
|  | Work rate |  |
|  | How did they perform as a team member |  |