

# Capstone Team Evaluation Form

Your name \_\_\_\_\_  
 Project No. and Title \_\_\_\_\_  
 Project Sponsor \_\_\_\_\_  
 Faculty Advisor \_\_\_\_\_

This form is used twice during your capstone project to evaluate both your own work and that of your fellow team members.

Complete the form for yourself and each member of your team (one person per column) and turn it in to your faculty advisor when your team completes the project proposal (but no later than January 31). Complete the form again and turn it in along with your team's final project report at the completion of your capstone project (typically around June 1). Use the back of this form for any additional comments or to provide more detail.

Assign a number from 1 (lowest) to 5 (highest) for each category.

	Team Members				
	1	2	3	4	5
Team Member Name					
Quality of technical work					
Ability to communicate					
Ability to provide leadership					
Commitment to team and project					
Demonstrated effectiveness					
Sum of ratings					

- |                           |  |
|---------------------------|--|
| Quality of technical work | Is the person's work correct, clear, complete and relevant to the problem under discussion? Are equations, graphs, notes, and other work clear and intelligible? |
|---------------------------|--|
- |                        |   |
|------------------------|---|
| Ability to communicate | Does the person understand what's being said? Do they participate in discussions? Do they listen and ask questions to clarify their understanding? Are their comments relevant? Are they able to communicate effectively? |
|------------------------|---|
- |                               |  |
|-------------------------------|--|
| Ability to provide leadership | Does the person take initiative, make suggestions, take on responsibility? Does s/he inspire and support other team members? |
|-------------------------------|--|
- |                                |  |
|--------------------------------|--|
| Commitment to team and project | Does the person deliver what they commit to do? Does s/he attend all meetings? Arrive promptly? Prepared to work? Demonstrate a positive attitude? |
|--------------------------------|--|
- |                            |  |
|----------------------------|--|
| Demonstrated effectiveness | Is the person effective? Has their participation benefited the project? Could they have done more to ensure the project's success? |
|----------------------------|--|