MEDS Capstone Project Peer & Self Evaluation Form

The purpose of this form is to rate the overall quality of your work and your fellow Capstone Project members' work. Your advisors will use it to evaluate and document your progress quarterly. List all group members' names, including your own, in the designated sections below. Please note that this form is confidential and will not be shared with your group members.

Please turn in the Evaluation Form before the end of each quarter of the Capstone Project:

(1) Electronic copy to your faculty advisor & 411AB instructor
(2) Electronic copy uploaded to the Capstone Project Coordinator, via Box (link sent via email).

Student Reviewer: _____   Project Alias: _____

Faculty Advisor: _____   Quarter: _____

Please complete the following table using the rankings below. Descriptions for each category are listed below the comments box.

Rating scale: 1 = Unsatisfactory; 2 = Good; 3 = Strong

Group member names *(including your own)*				
Contribution to Bren Capstone Project Deliverables				
Contribution to Capstone Data Product				
Teamwork & Collaboration				
Resourcefulness & Initiative				
Communication				
Time management				
Overall contribution (total of above 6 scores)				

Please share comments and/or recommendations below:

Contribution to Bren Capstone Project Deliverables
Contributes high-quality and on-time work to Capstone project deliverables required by the Bren School - primarily the Design and Implementation Plan, and the Technical Documentation, based on group needs, roles, and agreed-upon tasks.

Contribution to Capstone Data Product
An expectation of the MEDS Capstone is that regardless of a students' role, all group members are expected to contribute to the "Data Product" that will be delivered to the client. Depending on the project, this may include contributions to data product design, coding, data visualization, dashboard creation, data analysis and statistics, database management or creation, or other work on the actual data product requested by the client. Group member contributes to the Capstone Data Product on time (based on timelines established by the group), and their work is of high-quality based on group and client expectations.

Teamwork and Collaboration
Adheres to expectations described by the group in the Capstone Team Management Plan. Interacts with all group members professionally and according to the Code of Conduct developed and agreed upon by the team. Communicates with the team so that colleagues know "who is doing what, when," e.g. through up-to-date GitHub issues and project boards. Works openly and transparently within the group, avoiding "lone wolf" data science mindset and embracing tools and strategies for team science agreed upon by the team to facilitate collaboration. Supports other group members' efforts, for example through peer review and code review, helping to brainstorm and troubleshoot, and offering and incorporating feedback.

Resourcefulness and Initiative
Demonstrates resourcefulness in finding answers and solutions when questions / challenges arise. Strives to independently resolve challenges (e.g. coding errors) through resourceful problem-solving first, then involving team members and advisors. When needed, supports team members through peer review, brainstorming, and resourceful troubleshooting to help others find solutions that help to move the project forward. Approaches challenges professionally. Generally follows the "Order of Operations" for getting help on Capstone projects (note: there will be some exceptions to this based on team and project specific needs and challenges).

Communication
Strives for clear, timely and professional communication with all parties to support group needs based on expectations described in the Team Management plan and as required throughout the project, including through communication within teams, faculty advisors, Bren staff, and the client. Responds promptly to requests from advisors and clients; communicates professionally in meetings, emails, and all other interactions with project advisors and clients; maintains open channels for discussing feedback and describing how feedback is incorporated; keeps team members and faculty advisors up-to-date with progress, e.g. through GitHub issues.

Time Management
Performs work thoroughly and effectively within the allotted time. Prioritizes and manages several tasks at once. Schedules work realistically to meet deadlines. Plans and coordinates tasks with colleagues. Keeps other group members aware of schedules and schedule changes.