

Emily Brown

LIBR 204

Team 1

Evaluation

Overall, our team was very effective despite the time delay. The labor was fairly distributed. MH identified the organization, and doing general editing. MH and EB conducted the environmental scan and created strategic goals for the organization. EB created the status update. CG wrote the literature review and created the PowerPoint presentation. PH drafted the vision, mission and value statements and created the annotated bibliography.

CG immediately on Monday 2/20 let the group know of her time constraint of being out part of the following week (2/27-3/2) for her bar exam. PH was unable to begin the project until Thursday 2/23. MH was also unavailable until Thursday 2/23. The group was first able to meet in blackboard chat at 4pm on Friday 2/24. The group quickly distributed the work, discussed strategies, and elected EB as leader of the group. EB sent off the status update to the Professor on 2/26 and was granted 3 extra days to the project. The group met on Monday 2/27, Wednesday 2/19, Friday 3/2 and our final meeting on Monday 3/5. Each meeting was brisk, lasting no more than 20 minutes, and effective. Any questions raised were answered by other group members to the best of their ability. CG and PH were able to complete their parts (sans PowerPoint) by Sunday 3/4 as they said they would do. MH and EB met and collaborated in Googledocs and on blackboard twice to complete the environmental scan and strategic goals by Friday 2/24. EB repeatedly offered any assistance needed to the group. As parts were completed, each group member evaluated the quality of the work, considered the assignment requirements, and gave prompt feedback.

MH's contribution was very good. While unable to begin until nearly the end of the first week, she allowed the group to use her organization for the project and was prompt in her communications. She was an excellent editor, putting all the parts together for the papers.

PH's contribution was significant. She, like MH, was unable to begin until nearly the end of the first week. She was prompt about completing her vision, mission and value statements and working on the annotated bibliography once provided with the completed list of used sources.

EB's contribution was very good. I kept each meeting on track, assisted in group organization, created the status update, collaborated with MH on the environmental scan and strategic goals, and answered several questions on assignment parts in emails and on blackboard.

CG's contribution was significant, despite her week long absence. She was upfront about her time constraints of being unavailable from 2/27 to 3/2, and produced her portions of the work in a timely fashion. She gave very good feedback.