



Module 13.2 Completion Report Template

(Maximum 4 pages)

Team #

Team Leader:

Team Members:

Project Name and Number:

Faculty Advisor:

Teaching Assistant:

Industrial or Internal Consultant:

A. Websites: Rate 1 -3 (1- useful, 2- somewhat useful, 3- not useful)

1. Stellar Website:

2. Collaboration Tool Box Website:

3. Communication Website

4. Drop Box organization and utilization in the course

5. Library Website

Comments:

B. Oral Presentations:

1. Ground Rule Oral Presentation System:

Rate 1 -3 (1- implemented, 2- somewhat implemented, 3- not implemented)

List changes made to systems during each rotation:

2. CI Meetings support your implementation of your oral presentations ground rules? Rate 1 -3 (1-useful, 2- somewhat useful, 3- not useful)

Oral Presentation Comments:

C. Writing Assignments:

Writing Ground Rules System: Rate 1 -3 (1- implemented, 2- somewhat implemented, 3- not implemented)

How did the CI Meetings support your implementation of your writing ground rules? Rate 1 -3 (1- useful, 2- somewhat useful, 3- not useful)

Writing Assignment Comments:

Literature Search: Rate 1 -3 (1- useful, 2- somewhat useful, 3- not useful)

Literature Search Comments: (75 words or less)

Proposal

Final Report

Ground Rule System Implementation: Rate 1 -3 (1- useful 2- somewhat useful, 3- not useful)

Comments: (100 words or less)

1. How did the CI Meetings support your implementation of your writing ground rules?
2. Were changes made to these systems as the team's behavior changed?
3. How did the knowledge from "Sharing Team Experiences" on how other teams write collaboratively help your team continue to write more effectively?

Rate how your team utilized the following reports and meetings to support your team's effectiveness. Rate 1 -3 (1- useful, 2- somewhat useful 3- not useful)

1. Weekly Progress Reports
2. Agendas
3. Activity Lists
4. Weekly Faculty and Team Meetings
5. Transition Meetings

Comments: Explain how your faculty advisors discussed and utilized the Weekly Progress Reports during your faculty meetings.

D. Completion of Task and Team Functions: (250 words or less) **Discuss the completion of the task and the team's functioning for Rotation #3 using the Weekly Progress reports as your guide. (Don't forget to describe how you implemented the former team leader's suggestions into the team culture.) Include the following in the discussion:**

Team Life Cycles: Rate 1 -3 (1- useful, 2- somewhat useful, 3- not useful)

1. What were the impediments to the team in progressing through the team life cycles? (275 words or less)

Mission Statement Rate 1 -3 (1- useful, 2- somewhat useful, 3- not useful)

1. How did the team use the Mission Statement? (50 words or less)

Time Management: (250 words or less)

1. How successful was the team at managing time? Rate 1 -3 (1-Excellent, 2- Good, 3- Fair)
2. What was effective?

3. What was ineffective?

E. Team Culture: answer the following questions (use information from Weekly Progress Reports when appropriate):

Strengths and Weaknesses: (225 words or less)

1. Metamorphosis of Individual Weaknesses into Strengths
2. How did the team utilize each member's individual strengths to make the team more effective?

Expectations: (350 words or less)

1. Did each team member meet their personal expectations that they listed at the beginning of the class?
2. Did the team meet faculty advisor's expectations?

TKI Conflict Management (175 words or less) Rate 1 -3 (1- useful, 2- somewhat useful, 3- not useful)

1. How did each individual team member use their knowledge of their TKI conflict styles to manage conflicts?
2. What styles did each member over or underuse?
3. When you used the most effective style how did that help you manage the conflict?
4. How did the team implement this knowledge to help your team function more effectively?

Role Rotation (500 words or less)

1. How effective was the role rotation for the team? Rate 1 -3 (1-Excellent, 2- Good, 3- Fair)
2. Did the roles the team members choose at the time they chose them effective for the whole team in effectively managing the project? Rate 1 -3 (1-Excellent, 2- Good, 3- Fair)
3. What other leadership training would have helped your team?
4. Was the leadership training given effective? Rate 1 -3 (1- useful, 2- somewhat useful, 3- not useful)

How did the knowledge from "Sharing Team Experiences" help your team become more effective?

Rate 1 -3 (1- useful, 2- somewhat useful, 3- not useful)

F. Suggestions for improving the course: State the problems you had and give definitive solutions. (4 problems or less with solutions)

Problem:

Solution: