

MEMO

Humboldt State University: Engineering 215: Intro. to Design

To: Professor Lonny Grafman
From: Reed Crane
Date: February 9, 2019
Subject: Assessment of Rube Goldberg Group Members

Purpose:

The purpose of this memo is to inform you of my perspective on the individual performances of the members of the Hammerheads Rube GreenandGoldburg team. Please use the information found in this memo to assist you in assigning group members' grades.

Summary:

Each member of the Hammerheads deserves an A. All team members carried their weight and produced a high-quality product. Each individual brought something to the team that the others could not. They took advantages of each other's strengths and delivered a better rube Goldberg machine than any individual member would be able to on their own. Overall, this was the most enjoyable and functional group I have ever completed a group project with.

Discussion:

The following criteria was used in assigning grades:

In order to earn an **A**, the following requirements must be met:

- Went above and beyond group member expectations.
- Filled a leadership role in at least one aspect of the project.
- Brought something to the team that the other members did not.
- Actively participated in all group meetings.
- Demonstrated excellent communication and teamwork skills.
- Accomplished individual tasks with little to no help, and delivered high quality products.

In order to earn a **B**, the following requirements must be met:

- Fulfilled group member expectations.
- Participated in all group meetings.
- Contributed ideas to project design and/or construction methods.
- Demonstrated good communication and/or teamwork skills.
- Accomplished assigned individual tasks. Perhaps needed some help, but delivered the product on time.

In order to earn a **C**, the following requirements must be met:

- Participated in most group meetings.
 - May have been late and/or missing to no more than 25% of total meeting time.
 - Could make up for late/missing time with high level of communication and/or delivery in individual tasks.
- Demonstrated adequate communication/teamwork skills.
- Accomplished assigned individual tasks. Needed some guidance, but delivered product on time.

The following could result in a **D** or **F**:

- Failed to participate in group meetings.
- Did not communicate with group.
- Did not deliver assigned tasks.
- Selfish behavior and/or bad attitude towards group members.
- Any hostility or harassment.

Below is an analysis of each group members' performance. The letter grade displayed was assigned based on the group members' individual performance with respect to the criteria listed above.