
MEMORANDUM

TO: PROFESSOR GRAFMAN

FROM: MARLIN GAST

SUBJECT: ENGR 215

DATE: 9/12/20

Purpose

The purpose of this memo is to provide an assessment and grade for each member of the small project group Germatech.

Summary

This memo outlines group member evaluations and ends with a call to action for you to grade my group and myself accordingly.

Discussion

The group “Germatech” consisted of members, Marlin Gast (myself), Amber Elving, Marty King, and Claire Ingvoldsen. This memo includes a recommended letter grade and justification for each member of the team. These recommendations are based on their contribution to the project and teamwork abilities.

Based on my assessment of the group I would give Amber Elving an A, from the first meeting she was very assertive in keeping everyone on track and wanted to make sure we got as much done as possible. Apart from the meetings she was very responsive to communication and always responded in a timely manner. Amber also contributed to the project by making the signs used in the video, she sent in pictures on time and they were of good quality. In the case of this assignment I cannot think of any areas of improvement for Amber.

Marty King would absolutely get an A. Marty was awesome; he came out of the gate with incredible willingness to take on work and help the group. He was supportive of everyone’s ideas while throwing in his own touches, which were very helpful. Marty also designed the project video and helped give everyone roles they could do to help. He went above and beyond with editing and music as well as planning. I would not recommend any improvements to his actions and would love to have him as a teammate again.

Claire Ingvoldsen gets an A from me too. From the first meeting she expressed her concerns about the project (reusing materials etc.) and it was good to have someone who questioned things and made sure what we were doing was okay. She also helped establish time frames of when

everyone should be done with their part of the project, this was done in a very friendly and approachable manner. The voiceover work Claire did for the project came out great and added an awesome aspect to the project. Her communication skills were great, unfortunately she had cell service issues for a few days due to the fires, and this being the only issue we had was unavoidable; therefore I would not say there was anything in particular she could improve on.

I would give myself, Marlin Gast an A. I think I was open to communication and always responded in a timely manner. When we were brainstorming ideas I was active in the conversation and gave my opinions on everyone's ideas. When it came to making the project come to life I put together a real life Germapack by repurposing a sprayer backpack and adding decals to it that represented our product. After I put together the pack I filmed several videos to be used in the final product video, I also took pictures of it to show its features. One thing I could have improved on was available time, one weekend I was away from cell service (planned in advance of knowing about project). I communicated to my team about my time away and still managed to find enough service to text with them.

Recommendation:

Based on the information in this memo, I am recommending you to give everyone on my team a grade that corresponds to the quality of our project and each person's contribution towards it.