*To be completed by the student:*

**Student Name: Course (e.g, 279): \_\_\_\_\_\_\_\_\_\_\_**

**Team/Project/Role:**

1. **List your individual accomplishments to date (can add/delete rows as needed):**

|  |  |
| --- | --- |
| **Individual Accomplishments** | **Location of Evidence** |
|  |  |
|  |  |
|  |  |
|  |  |

1. **List your individual accomplishments and achievements that you will complete by the end of the semester (can add/delete rows as needed)**

|  |  |
| --- | --- |
| **Accomplishment to be completed** | **When will it be completed?** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Describe anything that you are struggling with related to the project.**
2. **Describe at least one of your strengths that has contributed to the team.**
3. **Describe at least one of your weaknesses that you could try to overcome.**

1. **Describe your impact on the project overall.**
2. **Any additional comments you would like to add:**

*To be completed by the VIP advisor:*

**Accomplishments and effort:**

\_\_Quantity of project accomplishments

\_\_ Quality of project accomplishments

\_\_ Completion of team assignments

\_\_ Initiative

\_\_ Learning needed for the project

**\_\_ Overall**

**Documentation:**

\_\_ Individual documentation

\_\_ Contributions to team documentation

\_\_ Contributions to team poster

\_\_ Use of appropriate tools (e.g., Git)

**\_\_ Overall**

**Teamwork and Interactions:**

\_\_ Team/sub-team meeting attendance (\_/\_)

\_\_ On-time attendance

\_\_ Team/sub-team meeting participation

\_\_ Contributes useful ideas

\_\_ Recognizes others’ ideas

\_\_ Focuses effort on achieving goals

\_\_ Involves others in efforts

\_\_ Assists others with their efforts

\_\_ Manages time and tasks well

\_\_ Leadership skills

\_\_ Written communication skills

\_\_ Oral communication skills

\_\_ PDH participation/attendance (\_\_/10)

**\_\_ Overall**

**Has the student met the following requirements?**

|  |  |
| --- | --- |
|  | Maintain a design notebook (individual documentation), either paper or electronic as required by your advisor |
|  | Contribute as appropriate to project documentation |
|  | Complete mid-semester individual performance evaluation (due Monday, February 18th at 5 pm in Blackboard) |
| **NA** | Complete final individual performance evaluation (due Friday, April 26th at 5 pm in Blackboard) |
|  | Complete **mid-semester by Monday, February 18th at 5 pm** and **Not applicable for mid:** final peer evaluation of team members (due Friday, April 26th at 5 pm) |
| **NA** | Complete final Purdue course evaluation and submit screen shot of completion to Blackboard (due April 26th at 5 pm). |
|  | **Is student on track to meet PDH requirement?** Participate in at least ten (10) Professional Development Opportunities, including the three (3) required sessions/activities. |

**Expected Grade Based on Current Performance:**

**Comments:**