

SOCIAL MEDIA & MARKETING - 7QQMM533

CW1 – Group Project – Peer Evaluation Documentation

Team Number		Allocated Social Media Challenge	
Students Full Names	1)	Students IDs	1)
	2)		2)
*Indicates the Team Leader	3)		3)
	4)		4)
	5)		5)

INSTRUCTIONS

Teamwork

- The team leader must submit [this document](#) in PDF format via KEATS by 17:00 on Friday 22/03/2018;
- You are expected to meet regularly and record the outcomes and actions of each meeting in this document (Section 1);
- Inform the module leader as soon as possible if: (1) a team member misses two or more meetings and the absence is not adequately justified; (2) a team member does not contribute as agreed during team meetings and as detailed in Section 1 of this document. However, no complaints will be accepted in the two weeks prior to the submission. Students are advised to act promptly;
- Team members who do not attend meetings or do not contribute adequately will be excluded from the group and will be required to complete this coursework individually. The final decision rests with the module leader;
- All sections of this document must be completed.

Peer Evaluation

- Module instructors will assess the project (report and presentation) holistically and formulate a group mark. All group members will receive the same mark unless significant issues are identified through this peer evaluation;
- Through this document you will reflect as a team on the individual contribution of each member to the project which could affect your individual mark in this assignment;
- **Instructors can award individual marks (higher or lower of the group mark) in the event of significant variations in individual efforts. This is assessed case-by-case. This peer evaluation is qualitative;**
- All peer evaluations are subject to moderation by the Module Leader. The Module Leader decision is final.

SECTION 1 – LOG OF TEAM MEETINGS

Meeting 1

Date of the Meeting		
Attendance Monitoring	Student Name	Attendance
	1)	Y / N
	2)	Y / N
	3)	Y / N
	4)	Y / N
	5)	Y / N

Issues Discussed	Actions	Team Member(s) Responsible

Meeting 2

Date of the Meeting		
Attendance Monitoring (Inform the module leader if a member of your team is not attending group meetings by this stage)	Student Name	Attendance
	1)	Y / N
	2)	Y / N
	3)	Y / N
	4)	Y / N
	5)	Y / N

Issues Discussed	Actions	Team Member(s) Responsible

Meeting ...

Date of the Meeting		
Attendance Monitoring	Student Name	Attendance
	1)	Y / N
	2)	Y / N
	3)	Y / N
	4)	Y / N
	5)	Y / N

Issues Discussed	Actions	Team Member(s) Responsible

- Summary of issues discussed and actions can be in bullet-points format
- Extend this section as necessary

SECTION 2 – TEAMWORK EVALUATION

Did all students originally allocated to this team contribute to the development of the project?

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Overall, how well did you work as a team?

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As a team, what aspects of working on this brief did you find challenging? How did you overcome these challenges?

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SECTION 3 – CONTRIBUTION REPORT

Specify which section/s of this assignment each member of the team has contributed to / edited – (e.g. specify section title, page/slide numbers etc.) and/or which tasks each member has performed to complete the work.

Full Name	Sections / tasks

SECTION 5 – SIGN and AGREE

For this peer evaluation to be implemented, all team members must agree with the content of this document and sign.

Students Full Names	1) 2) 3) 4) 5)	Students IDs	1) 2) 3) 4) 5)	Signatures (can be digital)	1) 2) 3) 4) 5)
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Date: