*Review **of** team:* _____   Review **with** team: _____

PART A: TEAM ORGANIZATION   Recorded by (name): _____

1. *Explain to the other team a feature of your team organization or planning that you thought was particularly useful and why you thought it was so.*

Explain a feature of the other team's organization or planning that they thought was particularly useful and why they thought it was so.

2a. *Explain to the other team an aspect of your team organization or planning that did not work out as you expected.*

Explain an aspect of the other team's organization or planning that did not work out as they expected.

2b. Offer suggestions for how the other team could do things differently to make this work out better.

Explain the suggestions made by the other team for how your team could do things differently to make this work out better.

3a. *Explain to the other team whether you think your team organization and planning was generally successful overall and why you think this.*

Explain whether the other team thought their team organization and planning was generally successful overall and why they think this.

3b. *Explain to the other team whether you will keep this basic organization for the next project and why you are making this decision.*

Explain whether the other team will keep this basic organization for the next project and why they are making this decision.

3c. If the other team is keeping the same basic organization for the next project, suggest minor changes they could make to improve things. If the other team is planning to change their basic organization for the next project, suggest an organizational structure that might work better for them.

Explain the suggestions provided by the other team for changing your team organization.

PART B: HARDWARE   Recorded by (name): _____

1. *Explain to the other team a feature of your hardware design that you thought was particularly useful and why you thought it was so.*

Explain a feature of the other team's hardware design that they thought was particularly useful and why they thought it was so.

2a. *Explain to the other team an aspect of your hardware design that did not work out as you expected.*

Explain an aspect of the other team's hardware design that did not work out as they expected.

2b. Offer suggestions for how the other team could do things differently to make this work out better.

Explain the suggestions made by the other team for how your team could do things differently to make this work out better.

3. *Explain to the other team a hardware difficulty you encountered but were able to overcome and how you overcame this difficulty.*

Explain a hardware difficulty the other team encountered but were able to overcome and how they overcame this difficulty.

4a. *Explain to the other team a hardware difficulty you encountered and were **not** able to overcome.*

Explain a hardware difficulty the other team encountered and was not able to overcome.

4b. If you know how to overcome this difficulty, explain to the other team how to do so. Otherwise, tell the other team that you don't know how to overcome this difficulty.

If the other team explained how to overcome this difficulty, repeat their explanation. Otherwise, say that they didn't know how to overcome this difficulty.

PART C: SOFTWARE   Recorded by (name): _____

1. *Explain to the other team a feature of your software design that you thought was particularly useful and why you thought it was so.*

Explain a feature of the other team's software design that they thought was particularly useful and why they thought it was so.

2a. *Explain to the other team an aspect of your software design that did not work out as you expected.*

Explain an aspect of the other team's software design that did not work out as they expected.

2b. Offer suggestions for how the other team could do things differently to make this work out better.

Explain the suggestions made by the other team for how your team could do things differently to make this work out better.

3. *Explain to the other team a software difficulty you encountered but were able to overcome and how you overcame this difficulty.*

Explain a software difficulty the other team encountered but were able to overcome and how they overcame this difficulty.

4a. *Explain to the other team a software difficulty you encountered and were **not** able to overcome.*

Explain a software difficulty the other team encountered and was not able to overcome.

4b. If you know how to overcome this difficulty, explain to the other team how to do so. Otherwise, tell the other team that you don't know how to overcome this difficulty.

If the other team explained how to overcome this difficulty, repeat their explanation. Otherwise, say that they didn't know how to overcome this difficulty.

PART D: PARTICIPATION   Recorded by (name): ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

1a. *Explain to the other team whether or not you thought that your team managed to have each member participating roughly equally in the discussion during this half of the review process.*

Explain whether or not the other team thought that they managed to have each member participating roughly equally in the discussion during this half of the review process.

1b. Explain to the other team whether or not you thought that their team managed to have each member participating roughly equally in the discussion during this half of the review process.

Explain whether or not the other team thought that your team managed to have each member participating roughly equally in the discussion during this half of the review process.

2a. *If you had to choose one member of your team who dominated the discussion during this half of the review process, who would it be and why?*

When the other team was forced to choose one member of their team who dominated the discussion during this half of the review process, who did they choose and why?

2b. If you had to choose one member of the other team who dominated the discussion during this half of the review process, who would it be and why?

When the other team was forced to choose one member of your team who dominated the discussion during this half of the review process, who did they choose and why?

3a. *If you had to choose one member of your team who kept too quiet during this half of the review process, who would it be and why?*

When the other team was forced to choose one member of their team who kept too quiet during this half of the review process, who did they choose and why?

3b. If you had to choose one member of the other team who kept too quiet during this half of the review process, who would it be and why?

When the other team was forced to choose one member of your team who kept too quiet during this half of the review process, who did they choose and why?

4a. Explain to the other team whether or not you thought that your team managed to have each member participating roughly equally in the discussion during this half of the review process.

Explain whether or not the other team thought that they managed to have each member participating roughly equally in the discussion during this half of the review process.

4b. *Explain to the other team whether or not you thought that their team managed to have each member participating roughly equally in the discussion during this half of the review process.*

Explain whether or not the other team thought that your team managed to have each member participating roughly equally in the discussion during this half of the review process.

5a. If you had to choose one member of your team who dominated the discussion during this half of the review process, who would it be and why?

When the other team was forced to choose one member of their team who dominated the discussion during this half of the review process, who did they choose and why?

5b. *If you had to choose one member of the other team who dominated the discussion during this half of the review process, who would it be and why?*

When the other team was forced to choose one member of your team who dominated the discussion during this half of the review process, who did they choose and why?

6a. If you had to choose one member of your team who kept too quiet during this half of the review process, who would it be and why?

When the other team was forced to choose one member of their team who kept too quiet during this half of the review process, who did they choose and why?

6b. *If you had to choose one member of the other team who kept too quiet during this half of the review process, who would it be and why?*

When the other team was forced to choose one member of your team who kept too quiet during this half of the review process, who did they choose and why?