**Group Process Questionnaire**

**Your Name \_\_\_\_\_B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A. Please assess your group’s work process (high, medium, low) by highlighting the appropriate number for each question.**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUESTION** | **High****Rating** | **Mid-Level****Rating** | **Low****Rating** |
| 1. Within your group, characterize the distribution of work among your group members?  | **Equal****5** | 3 | Unequal1 |
| 2. How much have your skills and/or capabilities increased as a result of participation in your group? | **Significantly****5** | 3 | Not at all1 |
| 3. How would you characterize the clarity of your group’s agenda or work plan? | **Very Clear****5** | 3 | Not Clear1 |
| 4. How effective was your group’s work? | Very Effective5 | **3** | Not Effective1 |
| 5. How would you rate your group’s communication? | Excellent5 | **3** | Poor1 |
| 6. How supportive were your peer group members? | Highly Supportive5 | **3** | Not Supportive1 |

**B. List each of your group members, and name each one’s greatest contribution to your project and rate its impact on your final product (include yourself).**

|  |  |  |
| --- | --- | --- |
| **MEMBER NAME** | **GREATEST****CONTRIBUTION** | **IMPACT ON****FINAL PRODUCT** |
| A | Technical aspect of the project. | Immense |
| B | Going back on tasks accomplished before and including them in the project at hand as well as follow-up. | Immense |
| C | Research aspect of the project. | Immense |
| D | Checking on what difference we can bring to the table as compared to what other groups were doing. | Immense |

**C. Describe your group’s work process, e.g.:**

* What was your primary mode of communication? Personally through meet-ups and through a group formed on social media sites.
* How well did it work? It worked effectively since important information and ideas were communicated and follow-up was done occasionally.
* How did you plan? Immediately the assignment was issued, we planned our mode of communication as well as how the assignment would get done in a timely manner.
* How did you determine a timetable? We all agreed on a time when we were all available for a meet-up, that is, when we had some free time.
* How did you allocate the tasks? We allocated the tasks based on one’s strengths so as to ensure that the tasks were done impeccably.
* What kinds of quality controls did you employ? Feedback and progress were to be given after every four hours.
* What part of your work plan was most effective? Employing the quality controls were the most effective since it got work done in an effective and efficient manner.
* What part of your work plan was least effective? Timeliness was the least effective since some members ran a few minutes late for the meetings.
* What would you do differently if you had to do a similar project? I would strive to encourage members on keeping time since punctuality shows how dedicated and important the project at hand is.

**D. Percentage contribution: List each group member (including yourself) and give your estimate of what percentage of the work each member did (all percentages must sum to 100%)**

|  |  |  |
| --- | --- | --- |
| **NAME** | **%** | **COMMENT** |
| A | 24 | Industrious. |
| B (myself) | 26 | Good group management. |
| C | 27 | Impeccable at research. |
| D  | 23 | Dedicated. |

 **= 100%**