

This report is to be completed **individually** and **privately**. You should fill it out as honestly as you can. Reports should be turned in via CSNET. Each report should include a statement at the beginning stating:

“This report reflects my best, honest, assessment of the work of myself and my teammate(s) on the first project. This report represents my own perspective, and has not been developed in cooperation with others.”

You are to put together an individual report that includes the following sections:

- Your name, and your teammates’ names
- The statement above
- An estimate of the overall amount of work done on the project by each team member. This is work done that contributed to the final product produced. The total should add up to 100%. In addition, no two team members should be within 3% of each other. That is, you could have an allocation like (35%, 30%, 25%), but could not have an allocation like (36%, 34%, 30%). This is to reflect how much work was done, not just time spent.
- A description of how your team operated. You should address the following points:
 - How did your team plan to divide up the work
 - How did your team *actually* divide up the work
 - If there was any difference, what was the reason for the change? For example, did some teammate(s) not do the tasks assigned or did the scope of understanding of the project change?
 - What factors led to your assigning the percentages to the team members. That is, what is your reasoning for assigning those percentages?
 - What other things might have taken time and effort that are not reflected in the project (e.g. work on something that got thrown out)?
 - Did any of the team members (including yourself) not fully perform their work, causing other team members to have to pick up the slack.
- How much time did you spend on this project working individually (give your best estimate)? How much time did your team spend together working on the project?

Note: There are differences between

- How much work was done vs. how much time was spent. For example, someone could flail around and accomplish nothing, but spend twice the amount of time of others who did accomplish something. The percentages should reflect work done, and the time should be described in the discussion.
- How much work was done vs. how much was expected. For example, a team might have divided up tasks, and it turned out that one task was much easier than anticipated, so that person ended up putting in only 10% of the overall work. The percentages should describe work done, and the discussion should describe whether or not that work done was what was expected from each person.

You should aim for one full page for your report. If you need to, you can go onto a second page, but should not use more than 2 pages.