

Dear _____ Team:

The term is about half completed, and we would like to provide you with feedback regarding our impressions of your performance so far. We are basing this feedback on evidence such as drafts you've submitted, formal and informal meetings you've participated in, presentations you've given, and the progress you've made toward your goals.

PROCESS: Excellent. You appear to be working together very smoothly, and you all seem to be making a contribution to the effort. Your interactions and communication with us have been professional and effective, and you've done a very good job of staying on schedule.

PRODUCT: Very good. You were resourceful in developing an effective strategy for data collection, and you seem to be developing a very appropriate analysis of that information. You've shown the ability to produce some excellent writing, but other drafts haven't been at that level. We encourage you to continue to focus on the writing, so that each draft reflects your best effort and thinking.

INTANGIBLES: Excellent. You've maintained a very positive attitude, and displayed both adaptability and enthusiasm for your work. We sense that you are putting in a substantial effort.

Overall, considering all of these criteria together, we would characterize your work thus far this term as very good to excellent, which would correspond to a letter grade of A-. The key factors in taking this project to a highly successful conclusion are likely to be the quality of your analysis and recommendations, and your ability to convey those in an effective, persuasive, and appropriate way.

We hope that you find this feedback useful, and we welcome your comments and questions.

Chrys and Rick

<http://ece.wpi.edu/~vaz/projects/feedback%20to%20students/midterm>