Grading of Progress Reports, Agendas, and Minutes:

Progress Reports:

Excellent A+

Follows format of template
Team progress report is numbered sequentially
States team leader and team #
States dates of meetings and who attended each meeting
Action plans are sent as attachment or in body of report
Clear and concise summary of week's meetings. Summary provides enough information so team coordinator can clearly understand how the team is actually performing the task
States decisions reached
States tasks accomplished
Monthly Planner Attached when indicated
States task to do for following week as described in action plan
States communications to faculty advisor: (i.e. questions about technical matters, oral presentation; written reports)
States communications to support staff (i.e. equipment needed)
States communications to team coordinator

A+ Excellent

All Items Present
Action Plan exceptionally well thought out, clear and concise with time management issues accurately included

Very Good   A

Bolded items must be present
Missing one item
Action Plan clear and concise

Good A-

Bolded items must be present
Missing two items
Action Plan clear and concise

Above Average B+

Bolded items must be present
Missing three items
Action Plan clear and concise

Average   B

One bolded item missing
Action Plan not clear and concise

Below Average B-

More than one bolded item missing Summary needs improvement

Poor   C

More than one bolded item missing and little specificity in summary
Action Plan needs much improvement

Minutes:

Excellent A +

Follows format in template
Follows agenda
Clear and specific
When given feedback from team coordinator responds promptly
Timeliness
Clearly explains experiment procedures done, task allocation, and results of data when discussed at meetings.
Lists brainstorming ideas stating different perspectives, including decision making process
Lists final decisions clearly and specifically
Lists who is responsible for which tasks
States schedule of next meeting
States assignments for monthly planner
Does monthly planner and submits to team coordinator
All action items clearly stated
Details of team and/or task process
Lists suggestions from faculty advisor
Lists items handled in lab in the past week

Very Good   A

Bolded items must be present
Missing one item

Good A-

Bolded items must be present
Missing two items

Above Average B+

Bolded items must be present
Missing three items

Average   B

One bolded item missing

Missing 4 items

Below Average B-

More than one bolded item missing
Missing 5 items

Poor C

More than one bolded item
Missing 6 items

Agendas

Excellent   A+ all items must be done

Timeliness or communication to team coordinator or advisor if changed
Clarity and specificity
Lists Place, Time and Date of Meeting, How long will meeting be?
Estimates time for each agenda item
States Key Topic of Meeting
States Importance and deadline for key topic
Provides time for comments on agenda on each topic
Defines goals for the meeting with time to discuss listed
States any problems from last meeting to discuss
Assigns Team priorities for these issues with time to address
Leaves time to brainstorm solutions, prioritize and categorize the solutions
Discusses Time Management at every meeting.
Reviews monthly planner
Lists action steps you feel should be taken on each item
Provides time for feedback from team on issues discussed at the meeting
Provides ten minutes at end of meeting to discuss team issues
Provides time to summarize meeting for team
Tentative action plans or completed action plans to be reviewed sent as attachment.

Very Good A

Missing one of the above items

Good A-

Missing 2 of the above items

Average B+ to B

Missing 3-5 of the above items

Below Average B-

Missing 6-8 of the above items

Poor C

Missing more than eight items