

EE486 Meeting Minutes

RUBRIC

General Information

- *Grading:* Individual.

$$\text{Indiv}_n = (\text{Recap} + \text{Plan} + \text{Attendance} + \text{Format}) \times 1 =$$

Recap of last meeting:

Graded As:	Poor (0 - 8)	Average (9 - 17)	Exceptional (18 - 25)
Explanation:	Does not discuss anything from the last meeting.	Mentions what was covered last meeting, but not any goals or milestones (achieved or otherwise).	Clearly outlines what was discussed at the last meeting (bullets are okay), with set goals and identified progress (or completion) of those. Assignments to each team member are noted.
Notes: <u>Grade</u>			

Outlines a plan for this meeting:

Graded As:	Poor (0 - 8)	Average (9 - 17)	Exceptional (18 - 25)
Explanation:	Outlines no topics for this meeting, or does not provide enough detail for an outsider to understand what topics are for this meeting.	The topics for this meeting are listed, with minimal detail (such as progress state or who is responsible).	Topics for this meeting are clear, with noted progress state or updates, person(s) responsible for those items, and clear deadlines or dependency factors.
Notes: <u>Grade</u>			

Attendance Record:

Graded As:		Poor (0)	Expected (25)
Explanation:	Does not list who was in attendance at the last meeting.	Does list attendance from the last meeting.	
Notes: <u>Grade</u>			

Format:

Graded As:		Poor (0 - 8)	Average (9 - 17)	Exceptional (18 - 25)
Explanation:	Follows a format other than traditional memo format, with little to no real organization.	Follows a memo format, but isn't organized - OR - Does not follow a memo format, but is at least organized.	Follow both a memo format and is organized.	
Notes: <u>Grade</u>				