

### **490 Progress Meeting's Grading Rubric – 10 pts total**

**Attendance (2pts)** – Both physically present and mentally engaged. Are all members contributing in this meeting or is only one person talking and engaged?

**Task Status (2pts)** – Every meeting should have at least one task/aspect or problem being worked on. Is the current problem/issue being resolved or going on endlessly? This affects the ability of the group to work on other problems and ultimately affects whether the project will be completed by the end of the semester. Ideally this problem should be one of the tasks specified in the Gantt Chart but may be a problem that unexpectedly came up.

**Previous Task Status (2pts)** – Was the last weeks problem or task solved. Some tasks are expected to continue for a long length of time, and other problems should only take a few days to “hammer” out.

**Quality / Relevance (2pts)** – Is the work being done during the lab time relevant to the success of the project or is it a mundane detail. Are good questions being asked and is there a clear focus to the approach of solving the task or problem?

**Overall Status of the Project (2pts)** – How far along are other aspects of the project?