

# Team Meeting Grading

As per the syllabus your team will meet your TA each week of the semester, except on end-of-sprint weeks when you have demo meeting instead. During these meeting you must meet 2 criteria:

- You will be on time to the meeting
- You will review what you completed in the past week and convince the TA that you've completed at least 8 hours of work since the previous meeting

## Meeting Attendance

There are three grading levels for each meeting

1. Meeting Attended
  - You attended the meeting and met both criteria above
2. Half Missed Meeting
  - You were more than 10 minutes late
  - -or- You were unable to convince your TA that you completed at least 8 hours of work on your project since the last meeting\*
3. Missed Meeting
  - You did not attend the meeting
  - -or- You were unable to convince the TA that you completed anything more than a trivial amount of work since the last meeting\*\*

\*The TAs will be understanding about the amount of work complete for these meetings. For example if you've been working diligently all semester, then have 1 week with 3 midterms and can only show 3 hours of work they may award full credit. Keep in mind that at the end of sprint demo the team will need to show an average of 8 hours per team member per week.

\*\*A trivial amount of work must consist of almost no effort throughout the week. An example would be having nothing to show for the week except one commit with a few lines of code made within an hour before the meeting

Estimating the hours of work completed will be left to the discretion of the TA. In other words, you have to convince a fellow student that you did in fact complete 8 hours worth of work. Recall that this criteria is based on what a student who is fully prepared for CSE 442 (Comfortable with **all** material in CSE 115/116/250) can complete and your actual time taken to complete that work may vary.

It is your job to convince your TA that you've completed this work. The TA will not look for work that you did not explain to them.

## Grading

Team meetings are worth 10% of your final grade. Your grade will be impacted by adding all the missed meetings:

Meetings Missed	Team Meetings Grade
0-1	10%
1.5	8%
2	6%
2.5	4%
3	2%
> 3	0%

In addition to this grading you will lose **all** points for a sprint if you miss 1.5 or more meetings during that sprint. If this seems harsh, note that there are only 3 meetings per sprint so you would have to miss half of your team's meetings times for this to take effect. If you miss half the meetings you have put tremendous pressure on your teammates and are not functioning as part of the team.