4GB00

**Weekly evaluation form**

**Group <X>**

Instructions:

**Instruction:**

* Before every tutor-supervised meeting the group prepares the feedback table given below. It is the responsibility of the secretary that the form is prepared.
* During the second part of the tutor-supervised meeting this table is discussed and completed.
* Every week, the group defines at least one “top” and one “tip” for every student. Be critical and constructive in your feedback.
* At the end of the project, the tutor submits this form (with all evaluations) to the teachers.

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| **Meeting #1** | **Date of tutor-supervised meeting: <X>** |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |

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| **Meeting #2** | **Date of tutor-supervised meeting: <X>** |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |

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| **Meeting #3** | **Date of tutor-supervised meeting: <X>** |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |

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| **Meeting #4** | **Date of tutor-supervised meeting: <X>** |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |

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| **Meeting #5** | **Date of tutor-supervised meeting: <X>** |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |

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| **Meeting #6** | **Date of tutor-supervised meeting: <X>** |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |

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| **Meeting #7** | **Date of tutor-supervised meeting: <X>** |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |
| Student name: <X> | |
| Top:   * <X>   Tip:   * <X> | |