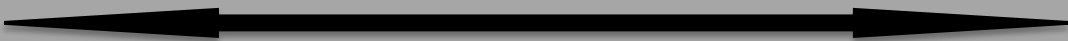


## ECE297 Weekly Memo Grading Rubric

Team: \_\_\_\_\_ Team Member: \_\_\_\_\_ Date: \_\_\_\_\_

	Exceeds Requirements	Meets Requirements	Below Requirements
			
Table of Activities	<ul style="list-style-type: none"> <li>• Excellent evidence of project management skills</li> <li>• Comprehensive identification of near-term activities</li> <li>• Clear allocation of responsibilities</li> <li>• Very clearly written</li> </ul>	<ul style="list-style-type: none"> <li>• Reasonable evidence of project management skills</li> <li>• Adequate identification of near-term activities</li> <li>• Reasonably clear allocation of responsibilities</li> <li>• Clearly written</li> </ul>	<ul style="list-style-type: none"> <li>• Little evidence of project management skills</li> <li>• Inadequate identification of near-term activities</li> <li>• Unclear allocation of responsibilities</li> <li>• Unclearly written</li> </ul>
Written Discussion	<ul style="list-style-type: none"> <li>• Adds relevant detail to activities, challenges, or problems that warrant discussion</li> <li>• Very concisely and clearly written</li> </ul>	<ul style="list-style-type: none"> <li>• Adds sufficient detail to activities, challenges, or problems that warrant discussion</li> <li>• Concisely written with reasonable clarity</li> </ul>	<ul style="list-style-type: none"> <li>• Adds little detail to activities, challenges, or problems that warrant discussion</li> <li>• Wordy, sometimes confusing, or high level of error</li> </ul>
Format	<ul style="list-style-type: none"> <li>• Carefully formatted with clear organization of information</li> <li>• Highly effective use of headings and subheadings</li> <li>• Very clear connection between Table of Activities and Written Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Well formatted with reasonably clear organization of information</li> <li>• Satisfactory use of headings and subheadings</li> <li>• Clear connection between Table of Activities and Written Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Poor formatting with unclear organization of information</li> <li>• Poor use of headings and subheadings</li> <li>• Confusing connection between Table of Activities and Written Discussion</li> </ul>

Further comments: