

ENSC 405W Grading Rubric for Meeting Minutes

Criteria	Details	Marks
Meeting Details	Clearly identifies the date of the meeting, the time the meeting was called to order, the time the meeting was adjourned, the purpose of the meeting, the attendees of the meeting and who was absent.	/30%
Meeting Content	Minutes provide a clear record of what was discussed at the meeting as well as what decisions were taken. Action items are clearly identified as are the person(s) responsible for addressing them and by what date the item is expected to be addressed.	/70%
Comments		

Version of May 2019 by Craig Scratchley. Originally from Version provided by Steve Whitmore