Instructor/TA:	Company #:	Start time:	End time:
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ENSC 405W Grading Rubric for Progress Review II

Criteria	Details	Marks
Meeting Flow	Call meeting to order, approval of previous minutes, business arising from minutes, work through rest of agenda, adjourn meeting.	
Presentation	Clearly and concisely reviews basic purpose of the project. Describes	
(including introduction and	any updates to background information, scope, target market or	
background)	individual roles since previous meeting.	/15
Progress A – Detail	Summarize feedback from Progress Review Meeting I. Action items	
(significant portion of	from PRM1 should be addressed, some in "business arising from	
meeting)	minutes" above. Explain if/how that feedback affected the project's	
	current state.	
	Detail progress to date, with respect to planning, research, user	
	meetings, experimentation, tests/measurements, requirements	
	gathering (functional, performance, etc.), and especially design.	
	Clearly and concisely summarizes the current state of the project.	/20
Progress B – Demo	Demonstrate things you have developed and/or experiments you	
	have performed. The work does not need to be pretty or perfect, but	
	it needs to be real, visual, and started.	/15
Contributions	Clearly and concisely explain your company's contributions to	
	design/technical challenges. Summarize original design	
	contributions/challenges to the project that challenge your company.	/10
Plan B / Remediating Risk	Relating to the design only, propose alternative solutions to solve a	
	few primary challenges your company thinks they may face. Explain	
	the process of dealing with unforeseen design problems that may	
	arise. Outline new possible risks that may affect the success of the	
	project. Avoid mentioning COVID-19 here as its risks are generally	
	understood by us for the next 6 months.	/10
Team Professionalism	All team members participate. Presentation and questions	
	distributed reasonably evenly between members. Questions are	
	answered clearly and concisely without becoming defensive	/10
Timing (Q. Period start	Max 10 minutes to present and demo prior to question period.	
time:		/10
Comments		Total
		/100

Note: Teams with little progress (including demo) will be requested to schedule an additional meeting. Expect to receive no more than 50% for this particular grade if this request is made.

Version of 25 Feb, 2020 with contributions from Craig Scratchley, Shervin Jannesar, Mike Hegedus, and Steve Whitmore.