

Formative Assessment

» During the meeting (or *right after*), fill the following rubric items. All items are supposed to be assessed on a scale from Insufficient, Sufficient, Good, Excellent. Use your own judgment for selecting the assessment and add 2-3 sentences to each criteria in which you explain 1) why you picked the assesment, 2) what you think works well, and 3) a tip for the team for how to improve the criterion.

- **Chair:**
- **Notetaker:**

Meeting Organization

TA Instructions: Were there a chair and a minute taker?

Mark: Pass

Feedback: A chair and minute taker were selected before the meeting

Agenda

TA Instructions: Was it delivered in time? Did it follow the template?

Mark: Good

Feedback: The agenda was delivered a day or two before the meeting, so defenitely on time. It followed the template, the only problem was that the times did not match up to the actual times of the meeting.

Although this is excusable as the agenda was sent before the time was changed.

Chair performance

TA Instructions: Did the chair ensure that all topics of the agenda were covered?

Mark: Sufficient

Feedback: Some of the topics at the beginning of the meeting were skipped. The rest of the agenda was followed well. Make sure to only put things in the agenda that you will actually by covering.

Time management

TA Instructions: Was there time for all topics? Were all topics covered for an appropriate amount of time?

Mark: Good

Feedback: The times for all the agenda points were quite well estimated, although it can still be improved. There was enough time for all the topics.

Plan only the time that you actually need, you don't have to fill the whole timeslot.

Minute taker performance

TA Instructions: Is there a good amount of notes? Do the notes contain the team agreements and the assigned people?

Mark: Sufficient

Feedback: The number of minutes were fine. I believe that not all of the important decisions in the meeting were written down though.

The minutes contain questions that were asked, but not the actual answers for example.

Relation

TA Instructions: Was everyone involved? Did everyone contribute to the discussion topics in an equal amount? Was everyone listened to? Were everybody's ideas taken into account?

Mark: Sufficient

Feedback: Most people were involved in the meeting. I would like to see the chair invite the people who are speaking less to talk. The tone of the meeting was respectful and nice, so it was all good!