The Individual portion of this assignment is worth 75 points.

Process Contributions

Component	Points
Completed Meeting Agenda	20
Completed Meeting Minutes	20
Completed and turned in Peer Evaluation	10

See the agenda rubric and the minutes rubric for more detail.

Anonymous Peer Evaluation

This portion of your grade contributes 25 points.

These points are assigned by the instructor after reviewing the content of the peer evaluations and considering them in light of the total project. Your grade is not determined by your peers. Your attendance at group meetings, as documented in submitted minutes, will be considered as part of this grade.

Agenda Rubric

If it is missing two items, it will receive 50% credit. If agenda are not submitted or the submitted agenda are severely lacking in content (missing 3 or more items), it will receive no credit.

Here is a convenient checklist of the required items:

m	Objective
·	Date, Time, & Location of meeting.
·	Who (by name) must be at the meeting.
·	What members need to do to prepare for the meeting in detail.
·	What items each group member is responsible to bring to / prepare for the meeting.
·	Each old business item which needs to be revisited or finalized.
·	Each planned [new] business item for the meeting, including: time allocated & who is responsible for preparing and presenting.
·	Each discussion item planned for the meeting, including: time allocated & who is responsible for leading discussion.
·	Each item that must be decided at the meeting.

Remember: Agenda are considered "turned in" when you upload them. They are due no later than 24 hours before the meeting they will cover.

Minutes Rubric

If minutes are not submitted or the submitted minutes are severely lacking in content (missing 3 or more items), it will receive no credit.

Here is a convenient checklist of the required items:

m	Objective
·	Date, Time, & Location of meeting.
·	Who (by name) was at the meeting.
·	States that minutes for the previous meeting were approved, or how they were amended and that the amended minutes were approved.
·	Each old business item which was revisited or finalized, with outcomes.
·	Each planned [new] business item for the meeting, time, and who presented it.
·	Each discussion item from the meeting, time, who led discussion, outcome (what did you decide), and outcome process (majority vote? consensus? coin flip? etc.).
·	Each decision item from the meeting, time, outcome, and outcome process.
·	A complete list of incomplete tasks with deadlines and responsible parties.
·	Date, Time, and Location of the next meeting.

Remember: Minutes are considered "turned in" when you upload them. They are due no later than 24 hours after the meeting they describe.