

| | Excellent | Above Avg | Average | Below Avg | Poor | Very Poor | Unacceptable or missing | | | | |
|----------------------|--|-----------|---|-----------|---|-----------|--|---|---|---|---|
| | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 |
| Preparation | -Clearly defined agenda sent in advance with time for review -Scheduling and logistics taken care of well in advance -Desired outcomes well defined -All team members on same page, understand purpose of meeting | | -Agenda provided in advance -Minor logistical issues -Desired outcomes somewhat clear -Team mostly on same page | | -Insufficient info provided to sponsor and/or professor -Major scheduling or logistical issues -Desired outcomes unclear -Team members disagree or don't understand each other | | -Little to no info provided in advance -Meeting not scheduled -No outcomes listed -Strong internal disagreements that show during meeting | | | | |
| Efficiency | -Roles w/in meeting well defined -Meeting agenda followed -Resources provided as needed -Excellent punctuality and time management -Desired outcomes clearly achieved -Follow up w/brief summary and action items | | -Fairly organized roles -Agenda mostly followed -Resources difficult to access or somewhat lacking -Meeting too short or long -Desired outcomes mostly achieved -Some follow up | | -Group interrupts each other -No agenda or attempt to use agenda -Not enough resources -Group members late -Major outcomes not resolved -Little to no follow up | | -Arguments -No meeting organization at all -No resources -No progress made in meeting | | | | |
| Sponsor Satisfaction | Sponsor... -is very happy with progress -clearly understands and is happy with plan for the semester -is satisfied with answers to any questions | | Sponsor... -is fairly satisfied with progress -has some reservations regarding plan -thinks plan isn't very clear -is somewhat satisfied with answers to questions -is satisfied with answers to any questions | | Sponsor... -is unsatisfied with progress -has serious reservations with plan -doesn't understand plan -gets insufficient answers to questions | | Sponsor... -sees no progress -scraps plan entirely -doesn't have any questions answered | | | | |