

Student Name					VIP Team										Semester				
VIP Notebook Grading Rubric					Poor					Intermediate					Exemplary				
Notebook Maintenance (25)	Name & contact info	0		1						2		3			4		5		
	Teammate names and contact info easy to find	0		1						2		3			4		5		
	Organization	0		1						2		3			4		5		
	Updated at least weekly	0		2						4		6			8		10		
Meeting notes (15)	Main meeting notes	0		1						2		3			4		5		
	Sub-teams' efforts	0	1	2					3	4	5	6			7	8	9	10	
Personal work & accomplishments (35)	To-do items: clarity, easy to find	0		1						2		3			4		5		
	To-do list consistency (weekly or more)	0	1	2					3	4	5	6			7	8	9	10	
	To-dos & cancellations checked & dated	0		1						2		3			4		5		
	Level of detail: personal work & accomplishments	0	1	2	3	4			5	6	7	8	9	10	11	12	13	14	15
Useful resource (25)	References (internal, external)	0	1	2					3	4	5	6			7	8	9	10	
	Useful resource for the team	0	1	2	3	4			5	6	7	8	9	10	11	12	13	14	15
Comments:		Column totals:																	
												Total out of 100:					96/100		