VIP Notebook Grading Rubric			VIP Team Poor					Intermediate					Semester Exemplary				
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 &							Includes ideas, progress and results.					Includes ideas, progress, results + explanations, justifications & reflections.				
	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							Useful: So project wo			vith the t answers.		Excellent: Useful to future group members; someone familiar with the field could follow the work.				
		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				