Assignment Evaluation Report

Assignment Evaluation Report

Student Name: SATHYA .M ASSESSMENT DAY-2

Score: **63.64%**

Overall Feedback / Reasoning:

Auto-computed from per-question evaluation.

Detailed Question Analysis

Q1. Purpose:

Student Answer: To review weekly progress of the Internship Management Portal, discuss challenges faced by the team, and plan next steps for the upcoming week.

Correct Answer: *The purpose of the Weekly Progress Review meeting was to assess the progress made on the Internship Management Portal over the past week, identify and discuss any challenges or roadblocks encountered by the team, and collaboratively plan the tasks and goals for the upcoming week to ensure the project stays on track.*

Status: **Correct**

Feedback: Your answer is correct and concise. It accurately captures the three main purposes of a weekly progress review meeting: reviewing past work, addressing current challenges, and planning future actions.

Q2. Date & Time:

Student Answer: Weekly Progress Review Meeting (Assumed: Scheduled during the current week)

Correct Answer: *A specific date and time should be provided, for example: 'October 26, 2023, 11:00 AM IST'.*

Status: **Incorrect**

Feedback: The question asked for a specific date and time. The answer provided does not state a specific date or time, but instead gives a general description and an assumption about the meeting's schedule.

Q3. Participants:

Student Answer: Project Manager, Development Team, QA Team, and Interns involved in the project.

Correct Answer: *Project Manager, Development Team, QA Team, and Interns involved in the project.*

Status: **Correct**

Feedback: The answer correctly identifies all the key participants for the weekly progress review meeting. The list is comprehensive and accurate for the given project context.

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Q4. Meeting Agenda (Key Topics)

Student Answer: Review of tasks completed during the week
Status of ongoing and pending work
Discussion of technical and process-related challenges
Planning priorities and assignments for the next week
Open discussion and clarifications

Correct Answer: *A comprehensive meeting agenda should include: 1. Review of the previous week's accomplishments and action items. 2. Updates on the status of current tasks. 3. Discussion of any blockers, challenges, or risks. 4. Planning and prioritizing tasks for the upcoming week. 5. An open forum for questions, clarifications, and other discussions.*

Status: **Correct**

Feedback: The student's answer is excellent. It provides a clear, logical, and comprehensive list of key topics that constitute a standard and effective agenda for a weekly progress review meeting.

Q5. Meeting Etiquette Followed

Student Answer: Meeting started and concluded on time
Participants joined with microphones muted unless speaking
Active listening was maintained without interruptions
Clear and concise updates were provided by team members
Respectful communication and professional behavior were followed
Action items and responsibilities were clearly acknowledged

Correct Answer: *Key meeting etiquette includes: starting and ending on time, muting microphones when not speaking, practicing active listening without interruptions, providing clear and concise updates, maintaining respectful and professional communication, and clearly defining and acknowledging action items.*

Status: **Correct**

Feedback: Your answer is excellent. It comprehensively covers all the essential aspects of professional meeting etiquette, including punctuality, active listening, respectful communication, and clarity on action items. No points were deducted.

Q6. Decisions Made

Student Answer: Priority to be given to completing core modules of the Internship Management Portal
Identified issues to be resolved before moving to new feature development

Correct Answer: *Key decisions included: 1. Prioritizing the completion of core modules (e.g., user registration, project submission) over new feature development. 2. Agreeing to resolve all identified critical bugs from the current sprint before proceeding. 3. Setting the deadline for the core module completion to the end of the next sprint.*

Status: **Correct**

Feedback: The student correctly identified and listed relevant decisions made during the meeting. The answer is

concise and directly addresses the question.

Q7. Note-Taking Approach

Student Answer: AI-assisted note-taking was used to capture key discussion points, decisions, and action items efficiently during the meeting.

Correct Answer: *A comprehensive note-taking approach would involve using a structured template (e.g., Cornell Notes or a custom format) to manually or digitally capture key discussion points, decisions made, and action items with assigned owners and deadlines. For example, using a tool like Notion or OneNote, I would pre-populate the agenda items and actively type notes under each, using tags like [DECISION] or [ACTION] for easy filtering. After the meeting, these raw notes would be reviewed, cleaned up, and summarized before being included in the formal Minutes of Meeting.*

Status: Incorrect

Feedback: The answer identifies a valid method (AI-assisted note-taking) and its purpose. However, it lacks the detailed explanation of the 'approach' as requested by the prompt. A more complete answer would describe the specific process, how the AI tool was used, and how the notes were reviewed and finalized after the meeting.

Q8. One Key Learning

Student Answer: Regular weekly review meetings improve team alignment, help identify challenges early, and ensure consistent progress toward project goals.

Correct Answer: *A key learning is that consistent, structured weekly meetings are crucial for maintaining project momentum and team cohesion. They provide a regular forum to address blockers, celebrate small wins, and ensure everyone is aligned on the immediate next steps and overall project goals.*

Status: Correct

Feedback: This is a perfect answer. You have clearly identified a significant and relevant key learning from the experience of conducting weekly progress reviews. The answer is concise and demonstrates a strong understanding of the benefits of such meetings for project success.

Q9. Video 1 Takeaways

Student Answer:

1. Clear meeting objectives help participants stay focused and productive.
2. Time management is crucial to ensure meetings remain efficient.
3. Assigning action items with ownership improves accountability.

Correct Answer: *A correct answer would provide specific takeaways from the video, linking them to the Internship Management Portal project. For example: 1. The video demonstrated using a shared document for real-time minute-taking, which we can adopt for our weekly reviews. 2. A key takeaway was the 'round-robin' technique for status updates to ensure everyone on the portal team gets a chance to speak. 3. The video stressed the importance of ending the*

meeting by reviewing all action items and confirming owners and deadlines, which will improve our project's accountability.

Status: **Incorrect**

Feedback: The answer provides valid but very generic principles of meeting management. It lacks specific details from 'Video 1' and does not connect the takeaways to the context of the Internship Management Portal project as required by the overall assignment. The core concept is understood, but the answer is missing the required level of detail and application.

Q10. Video 2 Takeaways

Student Answer:

1. Effective communication enhances collaboration and reduces misunderstandings.
2. Active listening is essential for productive discussions.
3. Structured agendas help meetings stay organized and goal-oriented.

Correct Answer: *The takeaways should be specific to the content of Video 2 and the Internship Management Portal project. For example: 1. The video showed that our discussion on the database schema for the portal went off-topic, highlighting the need for the moderator to steer conversations back to the agenda. 2. A key takeaway was observing how the note-taker failed to capture a critical decision about user authentication, emphasizing the importance of summarizing and confirming action items at the end of the meeting. 3. The review of the meeting video made it clear that we did not allocate enough time to discuss stakeholder feedback, a learning we will apply to the next meeting's agenda.*

Status: **Incorrect**

Feedback: The answer provided is too generic and does not seem to be related to the specific context of 'Video 2' or the 'Internship Management Portal' project mentioned in the assignment description. The takeaways should be specific, actionable learnings derived directly from the content of the video, not general principles about meetings.

Q11. Video 3 Takeaways

Student Answer:

1. Proper meeting preparation leads to better outcomes.
2. Follow-up actions are critical for meeting effectiveness.
3. Using digital tools improves documentation and tracking of discussions.

Correct Answer: *A correct answer should list specific, actionable takeaways from the video that relate directly to the Internship Management Portal project. For example: '1. The video demonstrated using a shared digital whiteboard for brainstorming, which we adopted for our progress review to track feature ideas. 2. A key takeaway was the 'Parking Lot' technique for off-topic discussions, which helped us keep our agenda focused. 3. The video emphasized assigning a DRI (Directly Responsible Individual) to every action item, a practice we immediately implemented in our meeting minutes.'*

Status: **Incorrect**

Feedback: The answer provided is too generic and lacks the specific details required by the assignment. The takeaways are general statements about meetings and do not demonstrate any specific learning from 'Video

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3' or how it applies to the 'Internship Management Portal' weekly review meeting. The rubric requires a detailed explanation of the process, and this answer does not provide that.