Tian Sun	Automated Algorithm Design	1
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**	
	Neat, legible, additional pages secured	0		1		2		3				4			**5**	
	Organization	0		1		2		3				**4**			5	
	Updated at least weekly	0		1		2		3				4			**5**	
Meeting notes (15)	Group topics	0		1		2		3				**4**			5	
	Other individuals	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

Intermediate: Includes ideas, progress and results.

Exemplary: Includes ideas, progress, results + **explanations, justifications & reflections.**

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: Someone familiar with the project would find sufficient 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:	0	0	93
			Total out of 100:	93