# Try-It #13: Meeting Minutes, Week 7 Comments

**Students Who Meet the Requirements:**

1. Excellent work on your submission! Your meeting minutes are thorough and well-organized, covering all the required elements. Here are the key accomplishments:
2. Overall, your submission demonstrates excellent organizational skills, attention to detail, and proactive planning. Keep up the great work! Here are details on your submissions for Week 7:

**Students Who Almost Meet the Requirements:**

1. **Almost there!** Your submission shows a lot of effort and covers many of the required elements. With a few more details and refinements, you’ll be right on track.
2. **Good progress!** You’ve made a solid start and addressed several key points. With some additional work and clarification, your submission will meet all the requirements.

**Students Who Do Not Meet Enough of the Requirements:**

1. **Needs more work:** Your submission is missing several key elements and lacks sufficient detail. Let’s focus on improving these areas to ensure you meet all the requirements.
2. **Incomplete submission:** While you’ve made an attempt, there are important aspects that need to be addressed. Let’s work on adding the necessary details to fully meet the expectations.

Feel free to adjust these comments based on the specific details of each student’s submission.

Absolutely! Here are the revised comments with an "Exceeds Expectations" response added for each item:

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| Criteria | 4 | 3 | 2 |  |  |
| Meeting Minutes Format & Appearance | You’ve chosen a highly effective format for your meeting minutes and designated a recorder, ensuring exceptional clarity and thorough documentation. | You’ve chosen a clear format for your meeting minutes and designating a person to record them. This ensures accurate documentation of your discussions. | You’ve chosen a format and a recorder for the minutes, but one or two required components are missing. | You’ve chosen a format for your meeting minutes, but three or more components are missing. | There appears to be no format for the meeting minutes. They do not have a professional appearance. |
| Team Member Roles and Responsibilities | **Exceeds Expectations:** Each team member’s role is clearly defined and well-documented, promoting excellent accountability and teamwork. | **Meets Expectations:** Each team member has been assigned specific roles, such as the Group Leader. | **Almost There:** Roles have been assigned, but some responsibilities have not been assigned or some team members do not have roles. | **Needs Work:** Team member roles or responsibilities are not clearly assigned. Please define specific roles for each member to ensure accountability. | **Missing:** Team member roles and responsibilities are not addressed. |
| Team Member Expectations | **Exceeds Expectations:** Your list of guidelines is comprehensive and well-structured, setting clear and high standards for meeting attendance and group participation. | **Meets Expectations:** You’ve created a comprehensive list of guidelines for your group, including principles from your Code of Ethics Discussion, which sets clear expectations for attendance and participation. | **Almost There:** You’ve listed some expectations, but they could be more detailed and specific. | **Needs Work:** The list of team member expectations is missing or incomplete. | **Missing:** There is no list of team member expectations. |
| Conflict Resolution Plan | **Exceeds Expectations:** Your conflict resolution plan is detailed and practical, providing clear steps for handling any potential issues. | **Meets Expectations:** Your plan for handling disagreements and team management challenges is well-defined, with practical steps for addressing any issues. | **Almost There:** You have a conflict resolution plan, but it could benefit from more specific steps and examples | **Needs Work:** The conflict resolution plan lacks detail. It needs more information to establish how you will handle disagreements and challenges. | **Missing:**  There is no conflict resolution plan. |
| Division of Labor for Proposal | **Exceeds Expectations:** Your division of labor is exceptionally detailed, ensuring that each group member’s contributions are clear and well-coordinated. | **Meets Expectations:** You’ve meticulously planned the division of labor for your proposal, listing each group member and their respective tasks, ensuring everyone contributes to the writing and revision process. | **Almost There:** The division of labor is outlined, but some tasks and responsibilities are not clearly assigned. | **Needs Work:** The division of labor for the proposal is not clearly defined or aspects of the work are not addressed. | **Missing:** There is no section on the division of labor for the proposal assignment. |
| Timeline for the Rest of the Term | **Exceeds Expectations:** Your timeline is detailed and well-structured, providing clear target dates for all portions of your work. | **Meets Expectations:** You’ve set target dates for all portions of your work, including the Proposal, Progress Report, and Recommendation Report. | **Almost There:** You’ve created a timeline, but some target dates are missing or unclear. | **Needs Work:** The timeline for the rest of the term is incomplete. It does not address all of the Major Projects for the rest of the term. | **Missing:** There is no timeline included in the minutes. |
| Online Workspace | **Exceeds Expectations:** Your online workspace is well-organized and easily accessible, providing an excellent platform for collaboration. | **Meets Expectations:** You’ve successfully created an online workspace in Microsoft OneDrive or Google Docs, providing a shared space for drafts and resources, and included the share link in your meeting minutes. | **Almost There:** An online workspace has been set up, but the share link is missing or not clearly provided in your meeting minutes. | **Needs Work:** The online workspace is not set up. Please create a shared space and include the link in your meeting minutes. | **Missing:** There is no section on the online workspace for your group. |
| Announcement Posting | **Exceeds Expectations:** Your announcement is clear and informative, ensuring all group members are well-informed and have easy access to the minutes. | **Meets Expectations:** You’ve posted an announcement with a copy of your minutes in your group’s area on Canvas, ensuring all members are informed and can access the minutes easily. | **Almost There:** An announcement has been posted with a copy of the meeting minutes; however, the announcement needs to be developed to state more for group members who are looking for information. | **Needs Work:** An announcement has been posted, but the meeting minutes are not included as an attachment. | **Missing:** The announcement with the meeting minutes is missing. |

1. **Agenda Items:**
   * **Exceeds Expectations:** Excellent planning! Your agenda is comprehensive and well-thought-out, including detailed scheduling and consideration of personal and religious events.
   * **Meets Expectations:** You’ve thoughtfully added items to your agenda, including scheduling a meeting for the week of March 17 and discussing personal or religious events. This helps in planning around group members’ availability.
   * **Needs Improvement:** You’ve added some items to your agenda, but it would be beneficial to include more specific details about the meeting schedule and any personal or religious events.
   * **Does Not Meet Expectations:** The agenda items are missing or lack sufficient detail. Please add relevant items and ensure they are clearly outlined.
2. **Team Member Roles and Responsibilities:**
   * **Exceeds Expectations:** Fantastic job! Each team member’s role is clearly defined and well-documented, promoting excellent accountability and teamwork.
   * **Meets Expectations:** Each team member has been assigned specific roles, such as the Group Leader, which promotes accountability and ensures tasks are managed effectively.
   * **Needs Improvement:** Roles have been assigned, but some responsibilities are not clearly defined. Please provide more detail on each member’s tasks.
   * **Does Not Meet Expectations:** Team member roles and responsibilities are not clearly assigned. Please define specific roles for each member to ensure accountability.
3. **Team Member Expectations:**
   * **Exceeds Expectations:** Superb! Your list of guidelines is comprehensive and well-structured, setting clear and high standards for attendance and participation.
   * **Meets Expectations:** You’ve created a comprehensive list of guidelines for your group, including principles from your Code of Ethics Discussion, which sets clear expectations for attendance and participation.
   * **Needs Improvement:** You’ve listed some expectations, but they could be more detailed and specific. Consider adding more guidelines to ensure clarity.
   * **Does Not Meet Expectations:** The list of team member expectations is missing or incomplete. Please create a detailed list of guidelines for your group.
4. **Conflict Resolution Plan:**
   * **Exceeds Expectations:** Excellent foresight! Your conflict resolution plan is detailed and practical, providing clear steps for handling any potential issues.
   * **Meets Expectations:** Your plan for handling disagreements and team management challenges is well-defined, with practical steps like informing Traci if someone does not reply to emails for three days or more.
   * **Needs Improvement:** You have a conflict resolution plan, but it could benefit from more specific steps and examples. Please elaborate on your plan.
   * **Does Not Meet Expectations:** The conflict resolution plan is missing or lacks detail. Please create a clear plan for handling disagreements and challenges.
5. **Division of Labor for Proposal:**
   * **Exceeds Expectations:** Outstanding organization! Your division of labor is exceptionally detailed, ensuring that each group member’s contributions are clear and well-coordinated.
   * **Meets Expectations:** You’ve meticulously planned the division of labor for your proposal, listing each group member and their respective tasks, ensuring everyone contributes to the writing and revision process.
   * **Needs Improvement:** The division of labor is outlined, but some tasks and responsibilities are not clearly assigned. Please provide more detail on each member’s contributions.
   * **Does Not Meet Expectations:** The division of labor for the proposal is not clearly defined. Please plan out your group’s work and schedule, listing each member’s tasks.
6. **Timeline for the Rest of the Term:**
   * **Exceeds Expectations:** Excellent planning! Your timeline is detailed and well-structured, providing clear target dates for all portions of your work.
   * **Meets Expectations:** You’ve set target dates for all portions of your work, including the Proposal, Progress Report, and Recommendation Report, which helps in managing deadlines effectively.
   * **Needs Improvement:** You’ve created a timeline, but some target dates are missing or unclear. Please ensure all deadlines are clearly outlined.
   * **Does Not Meet Expectations:** The timeline for the rest of the term is missing or incomplete. Please set target dates for all portions of your work.
7. **Online Workspace:**
   * **Exceeds Expectations:** Fantastic setup! Your online workspace is well-organized and easily accessible, providing an excellent platform for collaboration.
   * **Meets Expectations:** You’ve successfully created an online workspace in Microsoft OneDrive or Google Docs, providing a shared space for drafts and resources, and included the share link in your meeting minutes.
   * **Needs Improvement:** An online workspace has been set up, but the share link is missing or not clearly provided. Please include the link in your meeting minutes.
   * **Does Not Meet Expectations:** The online workspace is not set up or the share link is missing. Please create a shared space and include the link in your meeting minutes.
8. **Announcement Posting:**
   * **Exceeds Expectations:** Excellent communication! Your announcement is clear and informative, ensuring all group members are well-informed and have easy access to the minutes.
   * **Meets Expectations:** You’ve posted an announcement with a copy of your minutes in your group’s area on Canvas, ensuring all members are informed and can access the minutes easily.
   * **Needs Improvement:** An announcement has been posted, but the minutes are not clearly attached or accessible. Please ensure the minutes are included in the announcement.
   * **Does Not Meet Expectations:** The announcement with the meeting minutes is missing. Please post an announcement with a copy of your minutes in your group’s area on Canvas.

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