

Student Name		VIP Team					Semester										
		Poor					Intermediate					Exemplary					
Notebook Maintenance (25)	- Notebook bound	0	1	1	2	3	4	4	5	5	5	5	5	5	5		
	- Pages numbered																
	- VIP team name																
	- Name & contact info																
	Teammate names and contact info easy to find	0	1	1	2	3	4	4	5	5	5	5	5	5	5		
Meeting notes (15)	Neat, legible, additional pages secured	0	1	1	2	3	4	4	5	5	7	8	9	10			
	Organization	0	1	1	2	3	4	4	5	5	7	8	9	10			
	Signatures on each page	0	1	1	2	3	4	4	5	5	7	8	9	10			
	Group topics	0	1	1	2	3	4	4	5	5	7	8	9	10			
	Other individuals	0	1	1	2	3	4	4	5	5	7	8	9	10			
Personal work & accomplishments (35)	To-do items: clarity, easy to find	0	1	1	2	3	4	4	5	6	7	8	9	10			
	To-do list consistency (weekly or more)	0	1	2	3	4	5	6	7	8	9	10	10	10			
	To-dos & cancellations checked & dated	0	1	1	2	3	4	4	5	6	7	8	9	10			
	Level of detail: personal work & accomplishments	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	References (internal, external)	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Useful resource (25)	Useful resource for the team	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Useful: Someone familiar with the project would find sufficient answers.																
	Useful: Someone familiar with the field members; someone familiar with the field could follow the work.																
	Excellent: Useful to future group members; someone familiar with the field could follow the work.																
Comments:	Column totals:																
	Total out of 100:																