

Name: _____ Teacher: _____

	50-59% (Level 1)	60-69% (Level 2)	70-79% (Level 3)	80-100% (Level 4)
Outline	There were too few items of interest to the project that were considered. Items were of limited connection to the project.	There was a sufficient number of items of interest, but there is questionable relevance to moving the project along.	Items of interest to the project were discussed. There is reasonable connection to the project design.	Items of interest to the project were thoroughly outlined. There is strong connection to furthering of the project.
Progress	Activities since the last meeting are not clearly listed or described. There appears to be little connection or relevance to the design of the project.	Activities since the last meeting are listed and moderately described. Connection to the design of the project is not entirely clear.	Most activities since the last meeting are listed and well described. There is relevance to the design of the project, but the connection could be more clear.	Activities since the last meeting are listed and described in detail in a concise manner. There is strong connection to the relevance of the project design.
Plan	Proposed course of action is not clear or itemized. There is limited connection to the completion of the project. Tasks have not been assigned to team members.	Proposed course of action is moderately itemized. It is not clear how the activities are related to the completion of the project. The division of tasks among team members is vague.	Proposed course of action is itemized. There is clear connection to the completion of the project. The division of tasks is discussed.	Proposed course of action is thoroughly and concisely itemized. There is a strong connection to the completion of the project. The division of tasks is clear, thorough, concise.
Prognosis	It is not clear what the course of action is. There is no connection to the expected impact the next steps will have on the project. There is little discussion of relevant details.	The prediction of what come is vague. It is not clear what impact the next steps will have. The discussion of relevant detail is limited.	A discussion of likely outcome of steps to be taken is clear. There is a connection to the impact the course of action will have on the project. There is a discussion of relevant detail.	The outcome of steps to be taken is clear and concise. There is a strong connection to the effect the next steps will have on the project. The relevant details are clear, thorough, and concise.