Capstone Meeting Check sheet

Scale: 4 = best, 1 = worst Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group:\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 4 | 3 | 2 | 1 |
| Meeting started on time |  |  |  |  |
| Team leader prepared and distributed an agenda ahead of time to adviser and other team members |  |  |  |  |
| The format of the agenda is similar to the one supplied in class |  |  |  |  |
| There is a member assigned as note taker |  |  |  |  |
| There is a meeting folder that includes agenda and meeting summary of all the meetings as well as a project plan |  |  |  |  |
| The group has an assigned project planner |  |  |  |  |
| The meeting folder has a current project plan |  |  |  |  |
| The team spends a good amount of time clearly defining what each member is expected to deliver for following week (about 15-20 minutes) |  |  |  |  |
| The results presented by members was short and exactly as the group expected it. |  |  |  |  |
| The pace of progress was adequate |  |  |  |  |
| All members participated |  |  |  |  |
| Meeting ended on time |  |  |  |  |
| All team members are happy with how the team works |  |  |  |  |

Comments: