ECE Capstone Project Evaluation Form (ECE 413)

Project:	_____
Sponsor:	_____
Evaluator:	_____
Team Member 1:	_____
Team Member 2:	_____
Team Member 3:	_____
Team Member 4:	_____
Team Member 5:	_____

Date	Weight	Deliverable	Criteria/Rubrics	Team	Team Member 1	2	3	4	5
		Project Schedule	Revised throughout project to reflect changes and to indicate actual completion						
4/1	15%	Test Plan	Identifies equipment, tools, infrastructure required						
			Articulates testing goals and strategy						
			Addresses repeatability, regression testing, automation as appropriate						
			Identifies and documents test cases						
			Conditions, inputs, expected results						
weekly	5%	Regular Project Status Reports (Weekly Progress Reports)	Submitted regularly and on time						
			Succinctly capture project status						
			Tasks identified consistent with plan/schedule						
			Tasks worked on/completed						
			Tasks planned						
			Issues/problems identified						
weekly	5%	Meetings	Regular team meetings held throughout project						
			Agendas distributed beforehand						
			Meeting minutes, outcomes, action items recorded						
			All team members participating						
			Team members challenge each other respectfully						
on-going (optional)		Engineering Log Book	Contemporaneous personal record						
			Includes specific actions, experiments, tasks undertaken and results						
			Includes ideas for next steps, alternatives						
on-going	5%	Collaboration Site	Includes copies of all relevant project documents (reqs, specs, schedule, plans)						
			Include link to version controlled repository for project documents						

			May include copies of Weekly Progress Reports						
6/1	15%	Oral Presentation	[see details in separate doc]						
6/1	15%	Final Project Report	[see details in separate doc]						
6/1		Final Team and Self Appraisal	Candid (non cursory) appraisal of self and teammates						
			Identifies each individual's contributions						
6/7	10%	Project Outcome	Team met project objectives						
			All deliverables achieved with satisfactory results						
6/7	5%	Poster	Poster and poster presentation						
6/7	25%	Contribution	Team member contributed significantly to team's success						
6/7	-	Completed On-Line Survey	Each team member has completed on-line Capstone survey						
	100%	**Final Grade**	Final Grade Recommendation						