

Coach: Prof Jane Doe

Team members in attendance

- ☐ FirstName Lastname
- ☐ FirstName Lastname
- ☐ FirstName Lastname
- ☐ FirstName Lastname
- ☐ FirstName Lastname
- ☐ FirstName Lastname

Agenda

- ☐ Item 1 The team supplies an agenda for each meeting. An abbreviated agenda
- ☐ Item 2 is listed on the rubric as a convenience for the coach to keep track
- ☐ Item 3 of the meeting progress. The abbreviated agenda on the rubric is not
- ☐ Item 4 sufficient for running the meeting.

Coaches report

Use a scale of 1 to 5, with 1 being far below standard, 5 being highest possible

- _____ Meeting Productivity
- _____ Professional Behavior
- _____ Results for the Week
- _____ Progress Toward Project Goals

Coaches comments for GWR: