

16.030/040 SP2 Part I Grading Sheet - Spring 2004

Performance Level	1	2	3	4	5	Comments
Element						
1.1 Mission and Vision						
Clear, precise language for both. Mission communications purpose and values. Vision contains						
1.2 Team Management						
Clear, precise, language. Communicates sufficient detail to execute and implement processes.						
1.3 Minutes, 1.4 Agenda,						
Agendas should have the skeleton of the meeting within them and be rather specific. Minutes should report on the "story" of the meeting. Narrative and complete sentences are a good style.						
	CR	NC				
1.6 Team Process						
Team Process Exercise Survey 2 completed.						
Overall Evaluation						

Team: _____

Version: _____

Evaluators: _____ **Grade:** _____

16.030/040 SP2 Part I Grading Sheet - Spring 2004

Performance Levels*

CR Credit	Coverage and/or correctness of content demonstrates adequate to superior understanding of the subject matter, an adequate to extensive knowledge of subject matter, an adequate to skillful ability to use concepts.
NC No Credit	Non-acceptable performance.
5 Exceptionally good	Coverage and/or correctness of content demonstrates superior understanding of the subject matter, a foundation of extensive knowledge, an ability to skillfully use concepts.
4 Good performance	Coverage and/or correctness of content demonstrates a good understanding of the subject matter, capability for use of the relevant concepts.
3 Adequate	Coverage and/or correctness of content demonstrates adequate understanding of the relevant material, an ability to apply the concepts in a relatively simple manner. Can be improved.

* These performance levels are paraphrased and modified from the definition of MIT grades given in the Bulletin and at <http://web.mit.edu/faculty/rules/2.60.html>