

**Team Assignment 1: Team Charter
Evaluation Sheet**

		Team:	
CONTENT			
Is it There? (1 point)	Is it Right? (3 points)	Is it Good? (5 points)	
<i>Content not included for all sections of the assignment (incomplete) OR included content is incorrect. Some third party sources of information are either not referenced or incorrectly referenced.</i>	<i>Content is included for all sections of the assignment and all aspects of the assignment are effectively addressed. Data is complete and correct. All third party sources of information are correctly referenced.</i>	<i>Content goes beyond the bare minimum required for the assignment and includes greater level of detail to aid learning. Graphics, figures, and other media are included to illustrate key points.</i>	
<input type="checkbox"/> Parts of assignment not included (Individual pages, Team purpose, Operating Agreement, Team capabilities) <input type="checkbox"/> Pages do not include all required formatting from instructions <input type="checkbox"/> Page names do not make sense <input type="checkbox"/> Images from third party sources are not properly attributed	All pieces of assignment included: <input type="checkbox"/> Individual pages (name, photo, bio, link to resume, individual SWOT) <input type="checkbox"/> Team purpose (vision, mission, objectives) <input type="checkbox"/> Operating Agreement (norms-behaviors-consequences, decision rules) <input type="checkbox"/> Capabilities (statement of team capabilities, collective SWOT, strategies for addressing weaknesses)	<input type="checkbox"/> Individual capabilities and biosketch are relevant for team project objectives for this class <input type="checkbox"/> Objectives support mission which supports vision <input type="checkbox"/> Operating agreement delineates reasonable procedures for handling serious problems <input type="checkbox"/> Collective SWOT represents synthesis, not just concatenation, of individual SWOTs <input type="checkbox"/> Introductory narrative provided for each section to explain contents	
Additional Comments:			
Content Grade: _____ out of 5			

**Team Assignment 1: Team Charter
Evaluation Sheet**

DELIVERY		
Is it There? (1 point)	Is it Right? (3 points)	Is it Good? (5 points)
<i>Content is not well-organized or easy to read. Writing, grammar, and/or formatting are poor or incorrect. Subheadings and other navigational devices are not employed. Document appearance has not been verified in browsers.</i>	<i>Content is presented in a readable and easy-to-follow fashion using appropriate subheadings. Links are used to access drill-down information or external sites. Grammar and writing style are correct with no errors.</i>	<i>Creative formatting and content is used to maximize usability and make wiki compelling and interesting to read.</i>
<input type="checkbox"/> Typographical, spelling, or grammar errors <input type="checkbox"/> Subheadings/subpages/links not used to separate content <input type="checkbox"/> Attachments included in illegal file formats (e.g., .docx, .vsd) <input type="checkbox"/> Inconsistent formatting across parts of the submittal (fonts, heading formats, etc.) <input type="checkbox"/> Attachments not hidden	<input type="checkbox"/> Consistent formatting for all parts of assignment <input type="checkbox"/> No typographical, spelling, or grammar errors <input type="checkbox"/> Assignment organized according to required sections using subheadings or links <input type="checkbox"/> All attachments are in pdf format <input type="checkbox"/> All formatting instructions followed completely	<input type="checkbox"/> Navigational links provided to connect pages <input type="checkbox"/> Links are annotated to show contents <input type="checkbox"/> All figures embedded in wiki for readability <input type="checkbox"/> Colors, graphics, or other visual enhancements provided to increase visual interest
Additional Comments:		
Delivery Grade: _____ out of 5		
TOTAL GRADE: _____ out of 10		