

# Daily Documentation Rubric – *Draft*

	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>Total</b>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Work is Ad Hoc (decided as the team goes)</li> <li>• Overly verbose, cryptic or missing steps to communicate the main steps needed to accomplish the task</li> <li>• Single plan for entire team (inefficient use of ALL team members time)</li> </ul>	<ul style="list-style-type: none"> <li>• Team follows overall plan for the day, without modifying as needs arise</li> <li>• Plan is somewhat verbose or missing steps to communicate the main steps needed to accomplish the task</li> <li>• Some details provided for individual members or sub-teams</li> </ul>	<ul style="list-style-type: none"> <li>• Team follows overall project plan, modifying as needed</li> <li>• Succinctly details main steps for each member or sub-team</li> <li>• Uses prompts or key words from <i>Online Documentation and Reflection</i> handout</li> </ul>	
<b>Reflection</b>	<ul style="list-style-type: none"> <li>• Sketchy description of the challenges encountered and their resolution or how the team might address them in the future</li> </ul>	<ul style="list-style-type: none"> <li>• Adequately describes the challenges encountered and their resolution or how the team might address them in the future</li> </ul>	<ul style="list-style-type: none"> <li>• Vividly describes the challenges encountered and their resolution or how the team might address them in the future</li> <li>• Uses prompts or key words from <i>Online Documentation and Reflection</i> handout</li> </ul>	