BIWEEKLY MEETINGS (SCALAR) – INDIVIDUAL GRADE
Submitted during special time

During weeks 22, 24, and 26 of the term, each group will meet with the teaching assistants. The meeting will be 30 minutes in length. During this meeting a to-do list will be created and students will assign tasks from this list. Points are assigned during the following meeting. Points are based upon the number of tasks completed, if the tasks were entered into BeaverSource, if each student brings a list of tasks to the meeting, and if the completion of the tasks was in the spirit of the task. These points are individually assigned.

Week 26 will be your opportunity to present your system for grading according to the Pre-Expo Project Review assignment.

The final percentage of these meetings for each person will be multiplied by the score the group receives on its Final Project review. This will be the maximum points each person can receive for the Final Project review.

Meeting agendas are:

- Previous Task Completions – 10 Minutes
  - All competed tasks must be marked off from BeaverSource as well.
- New Task Identification – 15 Minutes
- Task Assignment – 5 Minutes

Based on the amount of work completed during the previous two weeks, the TA will assign a percentage of work completed. Not completing agreed on tasks from the previous two week meeting will result in fewer points being assigned. Students should be prepared to show evidence of progress on tasks. Examples such as code, bread-boarded circuits, mechanical fabrication, and pictures of systems would be sufficient.

A task that will be repeatedly assigned every week will be to put all new tasks onto BeaverSource as tickets. This task must be completed within 48 hours of the biweekly meeting. An additional task that everyone will be assigned each week is to come to the meeting with a printed sheet of paper detailing at least 5 tasks they plan to perform in the following two weeks.

Wednesday, March 24, 2010