

## MEETING EVALUATION RUBRIC

	Unsatisfactory	Basic	Proficient	Distinguished	Points
	0	1-2	3-4	5	
<b>Professionalism</b>	Arrives 3+ minutes late, begins meeting late, ends meeting late	Arrives 1-2 minutes late, begins meeting late, ends meeting late	Arrives on time, begins meeting late, ends meeting late	Arrives early, professional dress, greets guests, begins meeting on time, ends meeting on time	—
<b>Organization</b>	Unorganized. Off topic for more than half of the time. Speaker is unprepared and cannot answer 3+ questions. Does not provide visual aid or handouts.	Meeting is not very organized. Off topic half of the time. No answer to 2-3 questions. Does not provide visual aid or handouts.	Meeting is mostly organized. No answer to one question. Provides visual aid or handouts that are not very helpful.	Meeting is very well organized. Speaker is prepared and is able to promptly answer questions. Provides relevant and helpful visual aid or handouts	—
<b>Relevance</b>	Point of meeting is not stated and off topic over half of the time.	Point of meeting is not stated and off topic half of the time.	Point of meeting is vaguely stated and off topic some of the time.	Point of meeting is clearly stated. Never off topic	—

Total: \_\_\_\_\_