Weekly project meetings

• **meet once/week with your TA**
  - encourages you to think about what you've done and what you're going to do next
  - a chance to talk things through, get advice & opinion
  - someone supportive looking over your shoulder

• **everyone comes if at all possible**
  - all present and on time
  - some absent but with legit reason, explained ahead of time
  - absent, no warning
  - total no-show

• **preparation**
  - clearly prepared, organized agenda, volunteering info
  - maybe prepared, info comes only if solicited
  - unprepared, winging it, no evidence of thinking

• **participation**
  - everyone involved and engaged, contributing
  - one or two doing all the talking, others passive or asleep
  - no one volunteers anything

• **progress**
  - clear progress since last time; on track with milestones
  - some progress; dead-ends & setbacks, but under control
  - major setback
  - no apparent progress or activity

• **planning**
  - well planned: clear idea of what the next steps are
  - fuzzy ideas, "more of the same"
  - no evidence of planning or thinking ahead