

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