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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | ***Exceeds Expectations(A, A-)*****(3.33 < Raw <= 4.0)** | ***Matches Expectations(B+. B, B-)*****(2.33 < Raw <= 3.33)** | ***Fair(C+, C, C-)*****(1.33 < Raw <= 2.33)** | ***Needs Improvements(D+, D)*****(0.67< Raw <= 1.33)** | ***Unacceptable(F)*****(0.0 <= Raw <= 0.67)** | **Raw Score** | **Wt.** | **WeightedScore** |
| **Technical Content*** Quantified Metric or Values
* Constraints and Engineering Specifications
* Engineering Standards
 | Contains much useful technical information critical to move the project forwards. | The memo is thorough and contains useful technical information. | The memo contains some useful technical information. | Memo is brief and/or missing facts, numbers, specifications, and technical information. | No technical content, only unjustified opinion. |  | 0.4 |  |
| **Applicable to Project*** Relevant to the project
* Analyses and implication
* Usefulness
 | Very clearly explains how the technical information is critical to the project. Implications for project decisions are very clear.  | Information is mostly relevant to the assigned topic. Implications for project decisions are mostly clear and useful in the project.  | Information is usually relevant to the assigned topic. Implications for project decisions are somewhat clear and somewhat useful in the project.  | Information is insufficient and/or hardly relevant to the assigned topic. Implications for project decisions are somewhat unclear.  | Information is irrelevant to the assigned topic.   |  | 0.2 |  |
| **A) Breadth of Research Sources*** Patents, Academic papers, Textbooks
* User Interviews, Consumer Reviews
 | Multiple varied sources were used. The memo demonstrates a strong understanding of topic. | A few sources of different types used and cited. | A few sources were used. But all of a similar type. | Single source used for gathering information. | No research was done or sources cited. |  | 0.2 |  |
| **B) Review and/or Reproducing of Previous Testing or Installation** | Clearly documented results from the appropriate tests and hard/software configurations. | Fully documented results of some appropriate tests or hard/software configurations. | Missing some information on testing done or results and observations. | Information is insufficient to describe what was attempted, or what the results were. | No information on setup or configuration used. No results of testing discussed. |
| **Structure, Style, and Editing*** Memo Elements: To, From, Date, Subject
* Spelling & Grammar
 | It Includes all elements and is written with appropriate technical memo style. It is free of spelling and grammatical errors.  | It Includes all elements and is mostly written with appropriate technical memo style. It contains a minimal number of spelling and/or grammatical errors. | It missed few elements, such as date, and is usually written with appropriate technical memo style. It contains few spelling and/or grammatical errors. | It missed some elements and is somewhat written with appropriate technical memo style. It contains some spelling and/or grammatical errors. | It missed many of the elements and is not written in an appropriate technical memo format. It contains many spelling and/or grammatical errors. |  | 0.2 |  |
|  |  |  |  |  |  |  | **Total** |  |

**NOTE:** Depending on memo topic, use **ONLY ONE** of row A or B for grading.