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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.** | **Weighted Score** |
| **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. | Information is somewhat relevant to the assigned topic. Implications for project decisions are somewhat clear. | Information is insufficient and/or hardly relevant to the assigned topic. Implications for project decisions are 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. The memo demonstrates good understanding of topic | A few sources were used. But all of a similar type. The memo demonstrates some understanding of topic | Single source used for gathering information. The memo demonstrates a slight understanding of topic | No research was done or sources cited. The memo demonstrates no understanding of topic |  | 0.2 |  |
| **B) Review and/or Reproducing of Previous Testing or Installation** | Clearly documented results from the appropriate tests and hard/software configurations. | Some 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.