

Team being reviewed: \_\_\_\_\_

Your name (individual, not team): \_\_\_\_\_

**Submit a document that answers the following questions. If any question does not apply (e.g., if there are no major sections that are unclear), state that. BUT, it's highly unlikely that any document will be perfect. A review that does not include any suggestions will not receive credit (will be reflected in the Advisor Evaluation). Having the ability to review/edit/critique reports is a good skill!**

1. All necessary sections were included: Yes      No
2. What is not clear? Either a) list subsection(s) of the document or b) cut-and-paste sentences or paragraphs that need work.
3. Where is more detail needed?
4. Any sections where verb tense was not changed from original document? (e.g., "we will do X" rather than "we did X"). Note that present tense is fine, especially if describing the design. OR sections where document does not flow (e.g., intermediate reports pasted together with no attempt to turn into cohesive document).
5. List any obvious grammar issues.

If you were grading this paper in its current form, what score would you give it? Fill in the rubric below. NOTE: only final submissions will be graded. The purpose of this is to give students feedback. If you would give 14/15, report is very close. If only 10/15, report needs some work.

Item	Possible	Points
Document contains all the required sections.	1	
Document has adequate detail	5	
Document is formatted correctly, including figures with labels (referenced in text)	3	
Document complies with style and grammar guidelines, no spelling errors	5	
Review and submission process complete	1	1
Total	15	