

Criteria	Meets Expectations 2	Needs Improvement 1
Format	Manual was formatted correctly, contained most content, and was well organized.	Manual contained some content that was formatted correctly, but was missing quite a bit.
Content	Manual contained content that was formatted correctly.	Manual contained 5-10 components that were difficult to understand and make sense of.
Organization	Manual was organized between subject materials, a table of contents to guide the reader. Easy to understand.	Manual was somewhat organized with dividers between subject materials. No table of contents or labels making it difficult to follow the manual.
Teamwork	Team communicated on the project, assigned tasks to each member, and helped one another achieve goals.	Team lacked some communication between members. Tasks may not have been clearly understood by its members and it showed in the final project.