

Criteria	Exemplary 5	Satisfactory 3	Needs Improvement 1	Score
Introduction	The problem's motivation and context are clearly stated. The general algorithm and process is clearly but concisely described.	The problem motivation, context, or algorithmic process are somehow incomplete.	The document fails to introduce the problem and algorithm.	
Accomplishments	The goals met so far are clearly described and related to the original proposal.	Current accomplishments are described with some details missing and vaguely related to the proposal.	Accomplishments are absent, unclear, or unrelated the proposal.	
Key Challenges	The key challenges involved in current accomplishments are clearly described.	Some of the key challenges involved are described or are somewhat unclear.	Key challenges are omitted.	
Effort	First milestone has been passed and excellent progress is demonstrated.	Some progress has been made, but the first milestone remains incomplete.	Little progress is demonstrated.	
Learning Goals / Current Roadblocks	Current learning goals or areas in need of assistance are anticipated and clearly articulated.	Some unknowns and areas of assistance are mentioned.	No learning goals or assistance needs are documented.	
Next Steps	Explicit plans and timelines for the next two weeks are clearly outlined along with algorithmic methods to be implemented and evaluations to be performed.	Some plans are stated, but without specific timelines, algorithms, or evaluations.	Plans for the remaining steps are vague, incoherent, or absent.	
Writing Mechanics	The document is free of errors in spelling, grammar, and punctuation. Passive voice is used sparingly.	The document has a few spelling, grammar, or punctuation errors.	The document has many spelling, grammar, or punctuation errors.	
Organization	Section headings and topic sentences are used, allowing the reader to follow the discussion and find any specific topic.	The document has some organizational signposts, is somewhat easy to follow, and most specific topics can be found easily.	The document lacks macro- and paragraph-level organizational clarity and is difficult to follow.	
Clarity/Concision/Professionalism	Writing is clear and unambiguous. Details are included without excessive wordiness. The product is professional and without slang.	Writing is mostly clear and unambiguous, with occasional instances of unclear or awkward writing.	Writing is unclear, ambiguous, or wordy to the point of distraction.	
Total				/45