**Mid-quarter Review CSE460 Spring 2010**

Progress Report for One on One Meeting

Student Name and Contact Information:

Phone Number:

Team Lead:

Group Membership(s):

A. Progress Report

*Please provide an Indexed list with file locations for work that you have done so far for 1 and 2 below. For 3-5 just fill in text. You will get credit for all of the work that I can find on the servers.*

1. What I've been assigned:

2. What I've done:

3. What’s in progress:

4. What’s still to be done:

5. Any **challenges** I’ve encountered along the way and any **specific concerns**:

6. What is the vision for your role? Please indicate how your vision will enhance the story and the film we are working on.

7. Do you feel confident that you will be able to reach your vision and if not, can you provide some insight into why?

8. Is your work progressing on schedule? If your work is running behind deadline, please provide several potential ideas for completing the work on time.

Note: Please access the course website and review both the grading policies and the industry inspired *4 Golden Rules* on the 459 website before completing the review below.

B. We’re in the last stretch of the production now and it’s a good time to spend a moment to reflect on how you feel you have contributed to the pipeline process of the film and how you might improve your contribution to the quality of the overall course in the last few weeks.

On what aspects of the professionalism criteria do you think you have been performing well? Please indicate on the spaces below:

1. Ability to receive and apply feedback from the Director

2. Ability to respond to communication from the Director promptly and respectfully.

3. Ability to take direction from Director and to be a positive influence on the class and the project.

4. Where direction seems inconsistent or unclear, to have the ability to bring the discrepancy to the Director for discussion in office hours if needed.

5. Ability to maintain a positive attitude toward the project. Ability to follow through on work that has been assigned including meeting assigned deadlines.

6. Ability to make constructive suggestions by doing the work assigned and providing alternate technical and aesthetic solutions when needed.

7. Ability to communicate positively and constructively and to resolve concerns quickly and effectively.

8. Ability to take direction from student leads and appropriate team members.

9. Ability to provide appropriate and creative contributions to all aspects of the production.

10. Ability to provide constructive and proactive approaches to problem solving during class meetings in support of the goals in the agenda.

11. Ability to work collaboratively to reach a common goal and vision including the ability to be flexible and fill in for a fellow student who needs help. Ability to find someone to fill in if an emergency keeps you from finishing your work on time.

12. On what aspects of the professionalism criterion do you think you could improve?

13. On what aspects of the production criteria do you think you have been performing well?

14. On what aspects of your production work do you feel that you could improve? How is your notebook construction coming along?

15. What else would you like to discuss in the one on one? Is there anything that I can help you with or clarify?