



NFPA
Education and
Technology
Foundation



Team Mid-Project Review Checklist

Educator / Team - please prepare the following action items before the team's mid-project review with an Action Challenge Host, Organizer, or Volunteer.

- Tasks will be graded on completeness using a simple yes/no scale.
- Teams will earn 1 point for each completed action item. **Total points earned will be added to the team's final portfolio rubric score on Challenge Day.**

Team Name: _____

Team Member #1: _____

Team Member #2: _____

Team Member #3: _____

Team Member #4: _____

The section below will be filled out by the Action Challenge Host, Organizer, or Volunteer during the Team's mid-project checkup.

Team Task	Complete?	
1) Summary of team progress	Yes (1pt.)	No
2) Description of initial concept	Yes (1 pt.)	No
3) Preliminary outline of the division of labor	Yes (1 pt.)	No
4) One (1) rough sketch of a portion of the machine	Yes (1 pt.)	No
5) One rough orthographic drawing (with dimensions) of a portion of the machine.	Yes (1 pt.)	No

Total Points Earned = _____