**Memo #2- Grant Evaluation**

**300-500 Words**

**DUE 03/09**

**25 Points**

This short, low-stakes memo ([memo formatting we looked at in class](https://writingcommons.org/chapters/professional-technical-communication/memos-proposals-reports/1016-memos)) will serve two purposes. First, it will allow me to hear your feedback on your group members. Second, it will give you a space for reflection on your own participation in the grant project.

You will first evaluate the effort put in by each of your group members. Did they follow the group contract that you outlined at the beginning of this project? Did they do the level of work that was agreed to in the Gantt chart? Be honest here. I will use these evaluations to assess individual grades for the project. If you worked alone, you will skip this part and write a 300-500 word reflection.

Next you will reflect and evaluate yourself. Did you follow the group contract and put in the level of work agreed to in the Gantt chart? Did you put the best quality of work forward while completing this project? What did you do well? What could you have done differently to improve your writing process and product during this project? Be honest and thoughtful in your reflection.