

Outlook Unit 3 Portfolio Project 2 Schedule a Brainstorming Meeting



Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Scheduled the meeting for this Friday			
Used Outlook to send out a meeting request			
Invited the design team using the distribution list you created in Part 1			
Scheduled a four-hour meeting			
Entered the subject Edutainment Brainstorming Meeting			
Proofread your request			
Included your teacher in the meeting request			
With your teacher’s permission, sent the meeting request			