

Outlook Lesson 4 Challenge Yourself Project 9 Start a Book Club



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
Created a distribution list named "Book Club" in Outlook			
Added three assigned classmates to distribution list			
Sent each member a message named "Book Club"			
Stated the club's mission statement			
Listed the club members			
Proposed two books to read and discuss			