

Science Research Project Conference Report

Bring a copy of the relevant Checkpoint List and your Project Data Book to all conferences.

Name _____ Date _____ Time _____

To Be Completed Before the Conference

- * **Put post-it notes on the relevant portions of your Project Data Book.**
- * **Be prepared to explain or answer questions about this work.**

- 1. *Evidence that you have completed each of the tasks assigned during the last conference.**
- 2. *List additional completed tasks beyond those assigned. Provide evidence that you have completed these additional tasks.**
- 3. *Which items on the Checkpoint List do you feel you have accomplished?**
- 4. What problems did you encounter with completing the assigned tasks? How did you seek solutions to these problems?**
- 5. What problems do you still need help with? What questions do you have?**
- 6. What would you like to discuss during this conference?**
- 7. What tasks do you feel would be the most appropriate next steps to be accomplished before the next meeting?**



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To Be Completed During Conference

1. What advice or feedback did you receive during this conference?

2. What tasks do you plan on completing before the next conference?

Preparation for conference: __Excellent __Good __Average __Poor __Unacceptable

Participation in conference: __Excellent __Good __Average __Poor __Unacceptable

Student signature

Teacher signature

Next conference date _____ day _____ time _____