

Team Work Log

Team members (Name)	Tasks	Total # of hours	Signature of all team members
Ruth Allen	Created the Google document; researched the ease of navigation for Subway, Macado's, and Charley's; letter of authorization; table of contents; executive summary; recommendations; survey charts; helped edit; took minutes	7 hours	<i>Ruth Allen</i> <i>Savannah Dyer</i> <i>Grace Schroeder</i>
Savannah Dyer	Created the letter of transmittal; executive summary; introduction; created graphs, images, and tables; researched the nutritional value information given for Subway, Macado's, and Charley's; conclusion; helped edit; took minutes	7.5 hours	<i>Ruth Allen</i> <i>Savannah Dyer</i> <i>Grace Schroeder</i>
Grace Schroeder	Created title page; created logo; table of figures; executive summary; researched the visual appeal for Subway, Macado's, and Charley's, filled in figures and tables on the table of contents; helped edit; put in page numbers; took minutes	8 hours	<i>Ruth Allen</i> <i>Savannah Dyer</i> <i>Grace Schroeder</i>

Not all team members are expected to have the same number of hours; people work at different rates of speed and efficiency; some jobs are harder than others, and some are easier but take longer. However, significant discrepancies (e.g., 6 hours of work by one team member, versus 20 hours by another) would indicate significant inequity in workload and will be taken into account in assigning final grades for the project.