**Guidelines:**

* Do your best to effectively work with your team members. If after everything you have tried, you still have issues with a team member (failing to complete work on time, etc), inform me about the situation as soon as possible so individual grades can be evaluated accordingly.
* Submit a single work log for the entire team. Fill it out and finalize it together.
* Write the names of each team member under the “Team members” heading.
* For each team member, describe the work done.
* Tally the total # of hours (derived from your individual work logs) that each of you spent completing those tasks.
* Submit the team log as a separate Word or PDF file at the same assignment link on Canvas (upload it as an additional document).

**Team Work Log**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team members**  **(Name)** | **Tasks** | **Total # of hours** | **Signature of all team members** |
| Madison Lantz | * Helped find facts * added pictures to the website and made it visually appealing. * Added facts found from all of us into the website and organized them into tabs. * Meet at three team meetings | (2 meeting and planning and 2 alone)  **4 hours** | Madison Lantz  Hannah Meyls  Sarah G.  DeQuana Moore |
| Hannah Meyls | * Edited the grammar on the website and made it into complete sentences. * Edited the grammar on the brochure and made the sentences complete sentences. * Helped find facts * Added pictures to the brochure. * Wrote the rational statement. | (2 meeting and planning and 3 alone)  **5 hours** | Madison Lantz  Hannah Meyls  Sarah G.  DeQuana Moore |
| Sarah G. | * Helped add facts into the brochure that were from all of us. * Found facts * Meet at 3 meetings | (2 meeting and planning)  **2 hours** | Madison Lantz  Hannah Meyls  Sarah G.  DeQuana Moore |
| DeQuana Moore | * Helped Madison add the facts into the website * found facts * set up the brochure template, and put most the facts into the brochure. * Did reference page of website * Meet at 3 meetings | (2 meeting and planning and 2)  **4 hours** | Madison Lantz  Hannah Meyls  Sarah G.  DeQuana Moore |

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.