

*Submit an electronic copy of your team work log separately at the provided link on Canvas. The team work log should include the same content for everyone (i.e., everybody should have a copy of the final version of team work log).

*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.

Team Work Log

| Team members (Name) | Tasks | Total # of hours | Signature of all team members |
|------------------------|--|---------------------|----------------------------------|
| Hannah Adams | Drafted both letters, executive summary, and analysis of the Fight Bac! Website. Created visuals. Created cover page. | 18 hrs | <i>Hannah Adams</i> |
| Jordan Jones | Drafted introduction, analysis of the food safety website, and conclusion. Created survey. Created cover page. | 18 hrs | <i>Jordan Jones</i> |
| Nanci Arevalo | Drafted introduction, analysis of the food safety news website, and recommendations. Created survey. Created cover page. | 18 hrs | <i>Nanci Arevalo</i> |

Notes:

- 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/PDF file at the same assignment link on Canvas.

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.