

Date ..... Subject .....

Team Members .....  
.....

## Our Responsibilities

Effective teamwork and equal contribution to team efforts

### Who Is Doing What During The Project?

**Plan out** who will do what during your project. As you complete a task, put a check mark beside it to keep track of what you have done. If you need to add tasks, do so. If you run out of space, use post-it notes.

#### Team of 4 People Responsibilities ▼

Member 1 ▲

Member 2 ▲

Member 3 ▲

Member 4 ▲



**We are all** responsible for ▼