**Date uploaded at MS Teams/Week Nr DD-MM-2025/Semester Week YY**

**Group Number - XX**

**Project – Your Project Title**

**Team Accountability Document for the project**

**To be uploaded at your group channel at MS Teams weekly from Week 2 till week 12 by each Sunday 8 PM**

This sheet is due in your team folder. It becomes part of your team’s records for the project. Each team member needs to state explicitly what he/she contributed to the work of the team during the week (e.g. Who found relevant references, drafted a section of the project proposal, wrote code for particular function, or researched a project element and explained it to the rest of the team etc. A weekly filled document uploaded at MS Teams means that every member of the group has agreed about the work done by other members. The team facilitator will regularly check the submitted documents. The accountability document is not assessed directly, but it will be used to inform decision by the facilitator on your peer review weighting for group deliverables. It will also be used to inform discussions on any potential group conflicts.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Student Number & Name** | **What I contributed to the team work this week** | | XXXXXXX  Name |  | | XXXXXXX  Name |  | | XXXXXXX  Name |  | | XXXXXXX  Name |  | | XXXXXXX  Name |  | | XXXXXXX  Name |  | |