

		FIT3164 Assesment Task Team Member Contribution Declaration								
Unit:		FIT3164		Team:	MDS02					
Assignment Title:		Team Management Report								
Enter your names, student ID numbers, planned/realised contribution level (1-3) and planned/realised hours spent on the assignment into the boxes below.										
Student ID	Student Name	1. Discussion of team management	2. Task allocation to members	3. Reflection on team management success or difficulties	4. Minutes of Meetings	5. Good presentation, showing good structure, section heading and good grammar and spelling	Total focussed hours Planned / Realised	Additional Notes(if any)		
		Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)				
123456	Example Student 1	3 / 3	1 / 0	1/3	0/0	2/0	15/19	I originally planned to work on the presentation, but other group members completed this task and I worked more on the discussion of team management , than originally planned instead.		
33085625	Foo Kai Yan	2 / 2	2 / 2	2 / 2	2 / 2	2 / 2	30 / 30			
33045240	Alicia Quek Chik Wen	2 / 2	2 / 2	2 / 2	2 / 2	2 / 2	30 / 30			
33250979	Eunice Lee Wen Jing	2 / 2	2 / 2	2 / 2	2 / 2	2 / 2	30 / 30			
32794649	Jesse Yow San Gene	2 / 2	2 / 2	2 / 2	2 / 2	2 / 2	30 / 30			
		<b>NOTE 1</b> A maximum claim of 30 hours is permitted to be made by a single student for a specific assessment task. Claims above this level will be capped. It remains up to the group members to fairly allocate workload so that no student is expected to conduct an unreasonable or imbalanced amount of work on a task. The Chief Examiner may adjust the claimed workload allocation for a submission in accordance with the expected time to achieve a particular grade, and allocate grades using the adjustment criteria in keeping with these workloads.				<b>** Focussed hours</b> refer to hours spent outside of class time working diligently and without distraction on your project. Focussed hours of work may be conducted individually, or with your team. Hence they may include team meetings outside of class.				
		<b>NOTE 2</b> All team members must complete the contribution matrix correctly. A student who fails to correctly complete their individual entry may incur a 10% penalty. By submitting this document, each student in the team agrees that to the best of their knowledge it is an accurate and true reflection of their understanding of the work contributed by themselves and their team members.								