**Team Division of Labor Report**

Group Assignment #:

Team members (list the team members and indicate the team leader):

1.

2.

3.

4.

5.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Tasks and responsibilities | Member lead | Collaborator(s) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Add as many rows to the table as you need)

**Use the following guidance when completing this report**

**Tasks and responsibilities:** Provide a brief description of the task or responsibility. Be as specific as possible. E.g. “Implemented the algorithm for figuring out the neighborhood of an individual”

**Member lead:** List the person responsible for completing the task or responsibility.

**Collaborator(s):** List all the team members who worked with the lead to complete the task or responsibility.