**Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your Partner’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Meeting/Communication Logs with the partner(s)**

|  |  |  |
| --- | --- | --- |
| **Time and Date** | **Agenda** | **Action Items (who will do what)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Your Personal Time Logs**

|  |  |  |
| --- | --- | --- |
| **Date and Time** | **Total Time in minutes** | **Tasks** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Time:** | 0 |  |

1. **Issues or Comments** (write the issues you had and how you addressed them; if no issues, write what you’ve learned or reflection)