**Teamwork Task Division Form**

**Project title**:

**Team members**:



For each task, specify the percentage of contribution each team member made to Writing and Coding. For instance, if Team Member 1 handled all the coding for Task 1, input 100 in the third column of the first row and 0 in the fourth column. If both members equally contributed to the writing for Task 1, input 50 in both the first and second columns of the first row.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Writing** | | **Coding** | |
| Tasks | Team Member 1 | Team Member 2 | Team Member 1 | Team Member 2 |
| 1. Data and Variables Description |  |  |  |  |
| 2. Summary Statistics |  |  |  |  |
| 3. Relationship b/w Main Variables |  |  |  |  |
| 4. Exploring Other Variables |  |  |  |  |

**Pro tip:** Avoid dividing all tasks equally between team members. It's more effective for each individual to take ownership of some tasks and work on other tasks together.