COP 3402 Group Member Responsibilities

To promote accountability and planning for a fair distribution of workload among all participants, this form is required for group assignments. The idea is for you to plan how each group member will contribute to the assignment. Ideally, if a group contains *N* people, then each member should be responsible for completing approximately 1/*N* of the work.

If there are not enough places to list all the group members, you can add more lines in the relevant sections of the form.

**Group number:**

**Team Member Names** (add more lines if necessary to list all names):

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Responsibilities of Each Team Member** (add more lines if necessary):

* **Team Member 1:**
* **Team Member 2:**
* **Team Member 3:**
* **Team Member 4:**

**Communication**

**How you communicate with each other?**

**What is your plan for meetings (if any)?**