# Group Workspace Template

## Why you need to fill in this template

This group space is here to help you manage the project. Within this workspace, it may be easier to keep track of all your tasks and set clear deadlines. Feel free to transform the document if you believe it would better reflect your way of working on the project.

| ⚡️ It is mandatory for you to submit this document at the end of the project, so make sure you make notes here regularly. |
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GroupLead is responsible for filling in the workspace. Though, every team member should contribute to it while working on the project.

## Deadline

Date of submission: 29 August 2022.

## Tasks

Here you should make a list of the most important tasks you set for week #1. For example, it can look like this:

1. Conduct a first team meeting and choose a framework.
2. Divide tasks among team members.
3. …

## Plan

Fill in the table below according to your tasks, their owners, deadline and status. Refer to the example in the table.

| **Task** | **Who is responsible** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Conduct a meeting and divide the tasks | Joshua — Group Lead | XX.XX.XXXX | Completed |
| Clean the data | Nathalie | XX.XX.XXXX | In Progress |
| Calculate the processing time in which invoices are settled | Angelo | XX.XX.XXXX | Not Started |
| … | … | … | Not Started |

## Notes

During your team meetings or chat discussions, you might think of some useful ideas that you don’t want to forget. Write them down here to return to them later. See an example below.

### Meeting #1

Date: XX.XX.XXXX.

Who attended the meeting: …

What we discussed: …

Next steps: …

### Meeting #2

Date: XX.XX.XXXX.

Who attended the meeting: …

What we discussed: …

Next steps: …