Dates of the report week\_\_\_\_\_\_\_\_\_\_\_/Semester Week Nr \_\_\_\_\_\_\_\_

Project Name:

Group Members:

**Team Accountability Document for the project: CITS 5506 Semester 02, 2023**

**To be uploaded at your group channel at MS Teams weekly by midnight of Sunday**

This sheet is due in your team folder. It becomes part of your team’s Intellectual Property notebook, which is part of your project delivery documentation. Each team member needs to state explicitly what they contributed to the work of the team during the week (e.g. Who found relevant references, drafted a section of the project proposal, wrote code for particular function, or researched a project element and explained it to the rest of the team etc etc. Team accountability document needs to be uploaded at MS Teams weekly by midnight on every Sunday, starting week 7 (First one due on midnight of 17 September, 2023).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Student Name** | **What I contributed to the teamwork this week** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | By submitting this document, we all Team members agree that the individual work reported above is true. ***Any dispute or disagreement is to report at the earliest to Unit Coordinator*, *and not at the end of the semester.*** | | |

**Note: The Unit Coordinator will regularly review the team accountability document. This will be part for Professional Conduct, if any issue arises.**