# Instructions

Fill out the following two sections as accurately and detailed as possible.

This document is to be submitted to the provided link on Blackboard before the end of the class in which it was assigned.

# Basic Information

**Team Name:** *Bits N Bytes*

**Group Meeting Date:** *Place meeting date here.*

**Meeting Time:** *Place time of meeting here.*

**Members Present:** *List members present for meeting.*

**Final Presentation Data and Time:** *List the time and date of final presentation.*

# Responsibility Assignments

Use this table to break down the work load and assign each member responsibilities over the next week or so.

**Member’s Name** – on each row place a team member’s name. In brackets, add a second team member’s name who’s job it will be to provide help if the team member gets stuck or runs into issues. Also, this second team member is responsible for ensuring the primary member gets the assigned work accomplished on time.

**Responsibilities** - In as much detail as possible, record what the member of the team listed in the first column of the row is responsible to accomplish. The more detail the easier it will be for the team member to accomplish the task.

**Due Date** - Add the date the work is to be done. Make sure to allow for time for group members to review the material before the actual class due date.

**Done** – If a member finishes their work and the group approves, check this box.

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Responsibilities** | **Due Date** | **Done** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |