TEAM PROGRESS REPORT

**Instructions:** This form is to help you manage your work and team interactions. Fill out a form after each in-class team meeting. List the person who facilitated the meeting and the things you accomplished. Be as specific as possible. Then list the tasks you still need to do, including who will do what by what deadline. Keep one form for yourself and give one to me.

Date ________________

Facilitator ______________________

Tasks Accomplished

Things to Do (include meetings, tasks, person(s) to accomplish tasks, deadlines)

Any problems the group needs to deal with?