

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?

MIT OpenCourseWare
<http://ocw.mit.edu>

15.279 Management Communication for Undergraduates
Fall 2012

For information about citing these materials or our Terms of Use, visit: <http://ocw.mit.edu/terms>.