Team Attendance & Accountability Record

**Team Name:**

**Project Goals:**

# **Attendance**

# Mark attendance for each team member every day. **Dates:** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Team Members | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** |
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**Daily Team Assessment/Analysis**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Team Decisions** | **Successes** | **Problems** | **Solutions** |
| Day 1 |  |  |  |  |
| Day 2 |  |  |  |  |
| Day 3 |  |  |  |  |
| Day 4 |  |  |  |  |
| Day 5 |  |  |  |  |