

Team Attendance & Accountability Record

Attendance

Mark attendance for each team member every day. Dates: _____

Team Members	Day 1	Day 2	Day 3	Day 4	Day 5

Team Name: _____

Project Goals: _____

Daily Team Assessment/Analysis

Date	Team Decisions	Successes	Problems	Solutions
Day 1 _____				
Day 2 _____				
Day 3 _____				
Day 4 _____				
Day 5 _____				

