

Daily Task Tracker

Manager name:

Date:

Group:

Period: 5/7, 6/8, 9/11, 10/12

Contact Information For Student Collaboration

Name	Phone #	Does the Teammate Have a Computer at Home?	Does this Teammate Have Internet Access at Home?	What times (after school hours) are best for this teammate to be working on Assignments?

Accountability / Communication Log

Accountability:

Below is the PROCESS in which your team will go through in order to hold each other accountable for the agreed daily tasks. Demonstrate that the team has taken appropriate steps to intervene (such as documented warnings or meeting to discuss concerns) Notify the teacher if the same concerns occur a second time.

Below record the late or missing work a team member has failed to complete by their 1st deadline. Discuss the reasons and a plan to help them succeed. If the job is not completed the second time the teacher will intervene. Students who are missing work must sign to agree to meeting the 2nd deadline.

Name	List the late unfinished task here	2nd deadline to complete late work	Student signature

Team Concerns

Each class discuss challenges that arise and write a solution or a plan to solve the problem so you can avoid it from occurring again. If there are no problems leave it blank.

Date, Describe Concerns	Describe team strategy to prevent this problem

