**Group Work Contribution Sheet**

**(Eric, Oona, Olga)**

**Meeting record**

For each meeting document date/ time/ format and number of group members attended, and purpose.

| Date | Time | Format | # Members | Purpose |
| --- | --- | --- | --- | --- |
| September 10, 2025 | 20:30-21:30 | Online | 3 | Initial meeting; brainstorming and task delegation |
| September 17, 2025 | 20:00-21:00 | Online | 3 | Progress check, discussion of new ideas and clarification of deliverables |
| September 19, 2025 | 12:00-13:00 | Online | 3 | Review of Draft Outline and Formatting decisions. |
| September 20, 2025 | 09:00-10:00 | Online | 3 | Review of Final Outline document and submission planning. |

All additional collaboration and communication related to Outline creation was facilitated via text exchange within private WhatsApp Group between September 10, 2025, and September 20, 2025.

**Task and Contribution Record**

Outline each group member’s contributions to the assignment. Include tasks such as research, writing, editing, and paper formatting, and write your contribution to each task in % form. An example is provided below.

| **Group Member** | **Task and Contribution (%)** |
| --- | --- |
| Eric Eligh  Oona Jean  Olga Sawatzky | Each group member completed the following tasks:  Research (33%)  Writing (33%)  Editing (33%)  Formatting (33%) |