**Group Work Contribution Sheet**

**Meeting record**

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

**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 (%)** |
| --- | --- |
| Amanda Ashley | Research - 33%  Scholarly writing - 30%  Editing - 90%  Presentation formatting - 5% |
| Pamela Bain | Research - 33%  Scholarly writing - 40%  Editing - 5%  Presentation formatting - 5% |
| Kimberly Csek | Research - 33%  Scholarly writing - 30%  Editing - 5%  Presentation formatting - 90% |
|  |  |