# Sample Group Work Project Checklist

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Responsibilities** | **Tasks** | **Member 1** | **Member 2** | **Member 3** | **Member 4** | **Member 5** |
| **Communication** | Set-up meeting |  |  |  |  |  |
| Take notes |  |  |  |  |  |
| Time / objectives tracking |  |  |  |  |  |
|  |  |  |  |  |  |
| **Project Creation** | Create an outline |  |  |  |  |  |
| Conduct research |  |  |  |  |  |
| Draft the written report |  |  |  |  |  |
| Create handouts, slides, visual aids, multimedia, etc. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Project Implementation** | Opening and introduction |  |  |  |  |  |
| Section A |  |  |  |  |  |
| Section B |  |  |  |  |  |
| Closing and Q&A |  |  |  |  |  |
|  |  |  |  |  |  |
| **Post-Implementation Reflection** | Take notes on feedback |  |  |  |  |  |