**Project management Sheet***1. Determine the role of each group member*

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*2. You need to keep a description of the tasks completed or tasks you need to complete in the table below*

*3. At the end of the project each person needs to comment about their role- their successes, their failures and how they would change their role if done again.*

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| **Task** | **Description of task** | **Person responsible for completing task** | **Date and time to be completed** | **Notes about how things are going** |
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| **Task** | **Description of task** | **Person responsible for completing task** | **Date and time to be completed** | **Notes about how things are going** |
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**Reflection on your role in this project.**

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| Comment 1. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comment 2. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comment 3. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |