

Date: _____

Check-In-Charley

Team Members:

Pages we are working on this week:

| | | |
|----|-----|-----|
| 1) | 6) | 11) |
| 2) | 7) | 12) |
| 3) | 8) | 13) |
| 4) | 9) | 14) |
| 5) | 10) | 15) |

This week's goals:

What needs to be photographed:

- 1.
- 2.
- 3.
- 4.
5. _____

Assigned to:
Assigned to:
Assigned to:
Assigned to:
Assigned to:

What needs to be written:

- 1.
- 2.
- 3.
- 4.
5. _____

Assigned to:
Assigned to:
Assigned to:
Assigned to:
Assigned to:

Date: _____

Use this calendar to map out what needs to be done each day **both in and out of class**.

Document events happening on/off campus, and note who will be attending each event.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

End of the Week Report

Review your goals as a group. Were they met? Explain *why* any goals were not met.

Editors Only: Please give a *detailed description* of the work that was accomplished by *each member* of the group. Did they contribute in a valuable way? Did they use class time effectively? You may also rate them on a scale of 1 (little/no contribution) to 10 (worked hard and got a lot done).