

### Responsibilities of group members

1. Work together.
2. Show up for planned group meetings.
3. Have your work finished when it is due.
4. When you are absent it is your responsibility to contact your group members and keep them informed of the status of your group assignment.
5. If you are going to be absent on the day of the presentation it is your responsibility to get all of your information to your group. It must be neatly typed and in a format that will allow the group to do your part of the presentation. Only in very rare cases will you be allowed to miss your presentation. It is also your responsibility to contact the teacher in advance of the presentation and let the teacher know that you will not be able to attend school on the day of your presentation.

If any of the above guidelines are not met you will receive a grade of zero for your presentation.

I have read and understand my responsibilities as a group member.

Name \_\_\_\_\_ Date \_\_\_\_\_

Group members name	Email	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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