Personal record

Name .... **Project title** ....

Role in the team .... **Date** ....

Keep track of your personal contribution to the success of your enterprise activity. At the end of each meeting or discussion, write down the outcomes:

- tasks you have completed (individual or group), and
- note future tasks (individual or group) you have to complete

Completed tasks

What had to be done?	Was it done?	Date it was done	If not, why not?

Future tasks

What needs to be done?	Who's going to do it?	Date for completing it