

Dr. Tracy Bridgeford (tbridgeford@unomaha.edu)
 Technical Communication, Fall 2010

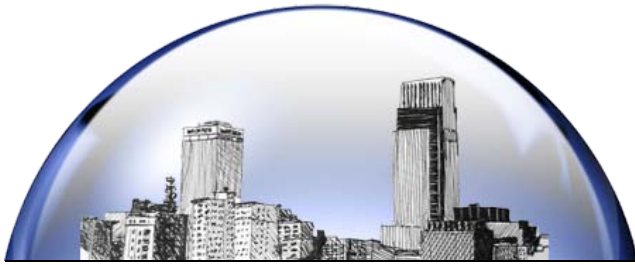
Collaborative Deliverables

Collaborative Activity Log Meta

Summarize the group's performance overall, providing rich details and examples as support. Attach the Group Activity Log before submitting

Project Title [Click and type project title here]		Date [Click and type date here]
Group Members		[Click and type name here] (Project Leader)
		[Click and type name here]
		[Click and type name here]
		[Click and type name here]

Log	Activities	Action Steps	Rationale (for action steps)
(List and explain all activities in terms of the group's performance on this project.)	Refers to all events, discussions, sessions, and work in which group members engaged while working on the project.	Refers to specific procedures resulting from the events, discussions, sessions, and work. Steps can lead to new understandings, research, definitions, procedures, and so on.	Refers to the justification for the action and its relevance to the project's success.
Problems & Resolutions	Problems	Action Steps	Resolution (or plan for resolution)
(Report any problems affecting the outcome of the project and your plan for resolving them. This section DOES NOT refer to perfunctory problems such as finding a time to meet.)	Refers to any problems that hindered the progress or success of the project.	Refers to efforts to define and describe the problem in order to rectify it.	Refers to specific solutions for addressing and resolve the problem.



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Signatures	Signifies that ALL group members have read and agree to the content of this form.		Date
			Date
			Date