

Dr. Tracy Bridgeford ([tbridgeford@unomaha.edu](mailto:tbridgeford@unomaha.edu))  
 Technical Communication, Fall 2010

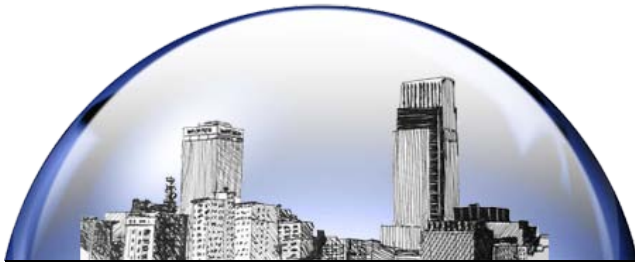
# Collaborative Deliverables

## Collaborative Activity Log Meta

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

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

<b>Log</b>	<b>Activities</b>	<b>Action Steps</b>	<b>Rationale (for action steps)</b>
(List and explain all activities in terms of the group's performance on this project.)	<b>Refers to all events, discussions, sessions, and work in which group members engaged while working on the project.</b>	<b>Refers to specific procedures resulting from the events, discussions, sessions, and work. Steps can lead to new understandings, research, definitions, procedures, and so on.</b>	<b>Refers to the justification for the action and its relevance to the project's success.</b>
<b>Problems &amp; Resolutions</b>	<b>Problems</b>	<b>Action Steps</b>	<b>Resolution (or plan for resolution)</b>
(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.)	<b>Refers to any problems that hindered the progress or success of the project.</b>	<b>Refers to efforts to define and describe the problem in order to rectify it.</b>	<b>Refers to specific solutions for addressing and resolve the problem.</b>



Dr. Tracy Bridgeford ([tbridgeford@unomaha.edu](mailto:tbridgeford@unomaha.edu))  
Technical Communication, Fall 2010

## Collaborative Deliverables

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