

Group Assignment Task Sheet

Assignment Title: _____

Course / Subject: _____

Due Date: _____

Group Members

No.	Name	Student ID	Role / Task(s)
1			
2			
3			
4			
5			

Task Breakdown & Timeline

No.	Task Description	Assigned Member(s)	Deadline
1			
2			
3			
4			

Collaboration Plan

- Meeting Frequency: _____
- Communication Platform(s): _____
- Document Sharing Platform: _____

Submission Checklist

- ☐ All tasks completed and reviewed
- ☐ Assignment compiled and formatted
- ☐ Final review by group members
- ☐ Submission by deadline

Notes / Comments
