**Planning and report sheet (open and download)**

The Recorder should open and download this sheet, then create a GoogleDoc and share it with all members of the group and with me.

Fill out “Assign Roles” and then the Recorder should keep notes and list whatever the group did each day. Write the notes as if someone in the group is absent and would read this to know what happened and what to do for makeup.

**Names of group members:**

1. .
2. .
3. .
4. .
5. .

**Assign Roles** (you may have more than one person in a role, but all roles must be filled and everyone should have a role)

1. Recorder (responsible for keeping all written records on GoogleDocs, including the script, but does not have to write script alone):
2. Timekeeper (responsible for keeping all group members on task and for completing the project on time):
3. Research and Development (responsible for research [although that may mean dividing research tasks and making sure the tasks are completed] and for directing final video):
4. Manager (responsible for getting equipment, actors, space, and other physical things needed to complete project):

\*\*\*\*\*All group members may undertake research, writing, acting, filming and other tasks. The assignments are to indicate who is responsible for having these tasks completed.

**Describe what happened in class:**

Date:

Date:

Date: