

# Team Activity Coordinator Project Sheet

## Project Information

Project Title

Coordinator

Date

Team

Briefly describe the project

Project Description

## Objectives

List the main objectives of the project

## Team Members

Name	Role	Contact
<input type="text" value="Member name"/>	<input type="text" value="Role"/>	<input type="text" value="Contact details"/>
<input type="text" value="Member name"/>	<input type="text" value="Role"/>	<input type="text" value="Contact details"/>

## Activity Plan

Task/Activity	Responsible	Deadline	Status
<input type="text" value="Describe task"/>	<input type="text" value="Person responsible"/>	<input type="text"/>	<input style="width: 50px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="Select"/> ▼
<input type="text" value="Describe task"/>	<input type="text" value="Person responsible"/>	<input type="text"/>	<input style="width: 50px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="Select"/> ▼

## Notes / Comments

Write any additional notes