

Manjot Monica K. Dhami, Amrik S. Faloure, Mitchell Blusson, & Smita Mainali

Group Work Contribution Sheet

Meeting record

For each meeting document date/ time/ format, # of group members attended, and purpose

1. Oct 28th @ 1430: in person, all members.
 - a. went over what the podcast would look like, how to split the work, and when to meet next. This meeting was held in person after class. Spent 10 minutes as a group.
2. Nov. 7th @ 2000: separate, over the phone, all members
 - a. created a draft document, divided the work between the group members in person. Work was divided as such:
 - i. Patho- 2 ppl- Amrik & Monica
 - ii. Symptoms- 2-ppl Mitch & Smita
 - iii. Treatment mmgt- 2 ppl- Amrik & Monica
 - iv. Case study 2ppl - Mitch & Smita
3. Nov 9th @ all day: worked separately at home & called to connect on completed work, all group members attended.
 - a. Began working on pathophysiology, symptoms, treatment evaluation, and case study
 - b. Consolidated work onto google doc
4. Nov 10th @ 2000: Phone call meeting, all members
 - a. Revised completed patho sections, planned next meeting and film date
5. Nov 11th @ 1600: in-person, all members attended,
 - a. Create draft of script
 - b. Cross referenced script with the research notes
6. Nov 12th @ 1530: all members, in person
 - a. Looked at draft of script
 - b. Edited and reviewed again
 - c. Recorded podcast
 - d. Reviewed material and created the in citation for the transcript
7. Nov 13th @ 1700: all members, in person
 - a. We finalized the final time stamps. We double checked our in text citations in the final transcript to ensure that it matches our research. We listened to the final podcast after editing. We created our reference list with correct formatting. We created an image for the podcast. We answered the AI form sheet. We created the group work contribution sheet. Cross referenced the transcript with the audio recording and changed it to align one another.

Task and Contribution Record

Outline each group member's contributions to the assignment. Include tasks such as research, writing, editing, and paper formatting, and write your contribution to each task in % form. An example is provided below.

Group Member	Task and Contribution (%)
Manjot Monica K Dhami	Research (25%) writing (25%) Editing (25%) Formatting (25%)
Amrik S Faloure	Research (25%) writing (25%) Editing (25%) Formatting (25%)
Mitchell Blusson	Research (25%) writing (25%) Editing (25%) Formatting (25%)
Smita Mainali	Research (25%) writing (25%) Editing (25%) Formatting (25%)