Anthony Stalcup

Microsoft Office Templates:

**Daily Task List**

I think this template would be good because you can write down all your goals and challenges for the days our group meets up. It can be a checklist for us to accomplish each and every day or week. It will also keep the group on track and organized.

**Team Wiki**

I believe this template would be good because it’s very similar to google docs. As a group we could share information we found in a document similar to a word document. The shared information would be easily accessible for any group member at any given time.

**Bold Report**

This may be useful in ways such as keeping track of past accomplishments for the week or month. It’s could be very similar to group updates but more presentable and formal. They would be good for showing our advisor what we accomplished or for looking back to see what we accomplished as a group.