



**Class:**

**Team Name:**

**Date:**

Contact information <i>(e-mail, cell, Facebook, etc.)</i> .	
Preferred contact method and limitations <i>(ex., no calls after...)</i> .	
Availability for meetings <i>(days, times)</i> .	
Preferred meeting times and places.	
Preferred work styles relating to teamwork.	
Strengths related to teamwork.	
Strengths related to the team's task.	
Weaknesses related to teamwork.	
Weaknesses related to the team's task.	
Personal Background <i>(whatever you want to share, such as major, interests, personality characteristics)</i> .	
List anything else that you want your teammates to know.	