C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team-Member Information for [student]**

**Class:**

**Team Name:**

**Date:**

|  |  |
| --- | --- |
| Contact information  *(e-mail, cell, Facebook, etc.).* |  |
| Preferred contact method and limitations *(ex., no calls after…)*. |  |
| Availability for meetings *(days, times)*. |  |
| 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 *(whatever you want to share, such as major, interests, personality characteristics)*. |  |
| List anything else that you want your teammates to know. |  |