

BELHAVEN UNIVERSITY

Project Team Meeting Log

Team Number:				Course Number & Name:			
Project Team Meeting Location:							
<p>Project team members must sign below to verify their attendance on the following dates. This information is to be completed at the project team meeting prior to the class for each week specified below. Faculty members must initial that they have seen this log weekly and collect the log on the last night of class.</p>							
Week 1		Meeting Date:		Week 5		Meeting Date:	
Signatures:				Signatures:			
Signatures:				Signatures:			
Faculty Initials:				Faculty Initials:			
Week 2		Meeting Date:		Week 6		Meeting Date:	
Signatures:				Signatures:			
Signatures:				Signatures:			
Faculty Initials:				Faculty Initials:			
Week 3		Meeting Date:		Week 7		Meeting Date:	
Signatures:				Signatures:			
Signatures:				Signatures:			
Faculty Initials:				Faculty Initials:			
Week 4		Meeting Date:		<p>Project team assignments and attendance constitute an essential element of the adult educational format. Due to financial aid policies and government regulations, the University administration must monitor and document project team participation. It is very important that the faculty review, sign and date the Project Team Log on a weekly basis. Project Team Logs are considered official documentation of attendance. Any false information on this document is considered an honor code violation and is grounds for expulsion from the program</p>			
Signatures:							
Signatures:							
Faculty Initials:							