Team Member Contribution Report

Meeting Date: _____
Prepared By: _____
Team/Project: _____

Summary

This document summarizes individual team member contributions for the reporting period.
It provides transparency and supports follow-up actions for improved team collaboration.

Individual Contributions

#	Team Member	Tasks/Contributions	Status	Remarks/Next Steps
1	Jane Doe	- Completed initial design concepts - Coordinated with UI/UX team	Completed	Awaiting feedback for revisions
2	John Smith	- Developed API endpoints - Drafted test cases	In Progress	Testing scheduled next week
3	Priya Singh	- Finalized project documentation - Assisted with deployment	Completed	No further action required

Important Notes

- Ensure all team members review their contributions for accuracy before finalizing the report.
- Use this document to facilitate discussion and accountability during meetings.
- Regular contribution reports promote transparency and highlight individual and collective progress.
- This format can be adapted as needed for different teams or project types.