

# Team Action Item List

Contract Registration Process

Revised May 5, 200 Author: Chuck Brendel [Using Systems2win Word documents](#)

The Team Leader should maintain this list to remind Team Members of assignments they are responsible to complete. Each Team Member might also maintain his or her own To Do List – containing more details of personal responsibilities than need to be shared with the entire team.

#	Assignment	Priority	Who	Due Date	Status/Notes
1	Create electronic(.pdf) Registration form for customized instruction track		Sandy/ Jonne		
2	Determine work flow for database (Access or SQL?) for Workforce Solutions track		Sandy/ Anders		
3	Create electronic contract form for customized instruction track		Sandy/Jonne		
4	Consider 1 form, similar to MATC for combined Registration form		Sandy		
5	Identify field requirements for participant input on Registration form		Karen Z/JoAnn Hall		
6	Electronic signature alternative to signed, hard-copy		Sandy/Amanda		
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**Additional Information**

#	Assignment	Issues/Notes