**CONTRIBUTORS**

(On Page 2 of template)

You need to assist us here by indicating exactly who did what. For example (assuming that person #2 on your list is Joe Bloggs:

*“2. Joe Bloggs. Took minutes of Skype meetings. Wrote sections A1.1 (Introduction) and B2.4 (Balance of Plant). Submitted written comment on Scope Statement and WBS. Did the final editing of the composite document in Word. “*

Each group member can submit his/her ‘thing’ and the group leader can collate/moderate and enter the details on page 2.