

Day 6: 3/10/17

Please type an "X" in the "Done" column when you complete each of the tasks below:

Done?	Tasks																																												
	Did you make a copy of the Day 6 Role sheet and put it your folder?																																												
	<p>Fill out the accountability log below:</p> <p style="text-align: center;">Accountability Log 3/10/17</p> <table border="1"><thead><tr><th>Group Member Name</th><th>Role</th><th>What are his/her goals and responsibilities for today?</th><th>Were their goals met? If not, why?</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	Group Member Name	Role	What are his/her goals and responsibilities for today?	Were their goals met? If not, why?																																								
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	<p>Check in on the canopy</p> <ul style="list-style-type: none">Has anybody asked their parents for permissions yet?<ul style="list-style-type: none">If yes, when can they bring in the canopy? (Type it below)If no, remind them to ask!																																												
	<p>Answer the following questions to get ready for exhibition (type below):</p> <ul style="list-style-type: none">How many each of product do you plan on making for the night of exhibition?What materials you still have, and what you might need for exhibitionCoordinate with your Finance team:<ul style="list-style-type: none">How much money do you have to spend?How much money do you hope to make the night of exhibition?																																												

	<ul style="list-style-type: none"> ○ How many potential customers do you think will be at Festival del Sol?
	Ask your group, if any of them have taken pictures when making the product. Make sure those pictures get uploaded to the Company Folder. Remember to take pictures when making the product.
	Check Powerschool

Day 5: 3/3/17

Please type an "X" in the "Done" column when you complete each of the tasks below:

Done?	Tasks																																												
	Did you make a copy of the Day 5 Role sheet and put it your folder?																																												
	Fill out the accountability log below: Accountability Log 3/3/17 <table border="1"> <thead> <tr> <th>Group Member Name</th><th>Role</th><th>What are his/her goals and responsibilities for today?</th><th>Were their goals met? If not, why?</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Group Member Name	Role	What are his/her goals and responsibilities for today?	Were their goals met? If not, why?																																								
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	Help the Finance Team determine the cost to make one item. Write cost and the calculations below:																																												

	You will need a canopy for the night of exhibition to create a mini store front. Check with your group who can bring for exhibition. Write their name below:
	Ask your group, if any of them have taken pictures when making the product. Make sure those pictures get uploaded to the Company Folder. Remember to take pictures when making the product.
	Check Powerschool

Day 4: 2/24/17

Tasks:

1. Fill out the "Accountability Log" below:
2. Double check the [online store](#)
 - a. Click on your item. Is all the information correct? Is there anything missing?
 - b. Please email Mr. I for any changes.
3. Double check your Marketing Team's flyer/poster
 - a. Is all the information correct?
 - i. Time
 - ii. Date
 - iii. Where you will be selling
 - iv. What will you be selling and how much
4. **Help your Finance team with the company receipts and determining the cost to make your product**
 - a. **Highest priority**
5. Calculate the cost to make exactly one of your product. (Please read the example carefully)
 - a. **Example** Recipe: 1 batch will produce 10 brownies...
 - i. A cup of flour per batch
 - A 5lb bag at walmart costs \$2.69.
 - $3 \frac{1}{3}$ cups = 1 lb of flour, therefore $(5 \text{ lbs} \times 3 \frac{1}{3} \text{ cups} = 16 \frac{2}{3} \text{ cups})$
 - \$2.69 divided by $16 \frac{2}{3}$ cups will tell you how much a cup costs
 - In this case it costs about \$0.16 per cup of flour
 - Then divide \$0.16 by 10 to find how much money you've spent on flour per brownie
 - In this case \$0.016 (I know that's a fraction of a cent but it still counts when it comes to finances)
 - ii. Repeat this process for all of your ingredients

6. MAKE SURE TO TAKE PICTURES WHEN YOU ARE MAKING YOUR PRODUCTS

Accountability Log 2/24/17

Group Member Name	Role	What are his/her goals and responsibilities for today?	Were their goals met? If not, why?
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Day 3: 2/14/17

Tasks:

NEEDS TO BE DONE BY TODAY!

- Fill out the “Accountability Log” below
- Check with the Finance team about the “Materials List” - please make sure you have every item needed and that the name of the products are specific (they need to have a printed copy turned into Mr. I or Mr. Aurmon)
- I need information from you to put on the Shark Tank Store (discuss this with your Design/Production). Imagine a customer going to a page like [this](#)
 - Please type the following information in the space below:

Price	
2-3 sentences for your Product Info	
What do you want customers to be able to select when they click on the drop down menu	
Any other information you want to put on the online store	

AFTER YOU FINISH THE ABOVE:

- Continue to help your other group members

Accountability Log 2/8/17

Group Member Name	Role	What are his/her goals and responsibilities for today?	Were their goals met? If not, why?

Role: **The Organizer**

Day 1: 2/2/17

Tasks:

- Create a company product folder (this is where everyone will be saving their work)
 - Name it your Company Name and then share access to it to everyone in your group
 - make sure everyone in your group has access to it
 - **Make sure to share this folder with me!**
- Create subfolders for each of the roles:
 - Organizer
 - Sales
 - Finance
 - Design/Production
 - Marketing
 - Website Manager
 - Documentarian
- Fill out the “Accountability Log” below:
 - [LOOK AT THIS SAMPLE](#)

Accountability Log 2/3/17

Group Member Name	Role	What are his/her goals and responsibilities for today?	Were their goals met? If not, why?

Day 2: 2/18/17

Tasks:

- Fill out the “Accountability Log” below:
- Double check the “Materials List” - please make sure you have every item needed and that the name of the products are specific (they need to have a printed copy turned into Mr. I or Mr. Aurmon)
- Continue to help your other group members

Accountability Log 2/8/17

Group Member Name	Role	What are his/her goals and responsibilities for today?	Were their goals met? If not, why?

[illegible]