

Subject \_\_\_\_\_ Grade \_\_\_\_\_ Group Designation \_\_\_\_\_

	Materials Check In- Day 1
<input type="checkbox"/>	Training Material- One folder per person
<input type="checkbox"/>	Flash Drive with all items saved on it—Copy to master end of day (One per group)
<input type="checkbox"/>	Graphics sketches in Graphics Folder (Yellow—one per work group-MA and SC only)
<input type="checkbox"/>	Secure Working Documents (notes, scratch paper, etc.)—One red folder per work group

	Materials Check In- Day 2
<input type="checkbox"/>	Training Material- One folder per person
<input type="checkbox"/>	Flash Drive with all items saved on it Copy to master--Lunch and End of day (One per group)
<input type="checkbox"/>	Graphics sketches in Graphics Folder (Yellow—one per work group-MA and SC only)
<input type="checkbox"/>	Secure Working Documents (notes, scratch paper, etc.)—One red folder per work group

	Materials Check In- Final
<input type="checkbox"/>	Training Material- One folder per person
<input type="checkbox"/>	Flash Drive with all items saved on it. Copy to master--Lunch and End of day (One per group)
<input type="checkbox"/>	Graphics sketches in Graphics Folder (Yellow—one per work group-MA and SC only)
<input type="checkbox"/>	Secure Working Documents (notes, scratch paper, etc.)—One red folder per work group
<input type="checkbox"/>	Item Development Tally Sheet
<input type="checkbox"/>	All materials deleted from personal computers- (None there☺)
<input type="checkbox"/>	Sign In Sheets and Expense Forms (some will mail) in the Expense Form Folder--PINK
<input type="checkbox"/>	Thanks!