**Group Collaboration Guidelines:** All Group participants must read the [Group Collaboration Guidelines](https://www.hol.edu/about/group-collaboration) located on the web at [www.hol.edu](http://www.hol.edu), and adhere to the requirements.

**Registering:** The Group Leader must be the first to register, and the other group members must register within two (2) weeks from the group leader's registration. **The maximum number of participants per group is Four (4).**

**Before** **starting:** The group leader will complete this form showing the group members' names, the course title, scheduled meeting dates, and show who is responsible for each assignment. Then, email it to the instructor.

Upon completing the course by all participants, the group leader must send this completed form along with the Integration Papers to the **instructor** and the **registrar**, [registrar@hol.edu](mailto:registrar@hol.edu).

**Note:** Be sure each participant's name, course title, assignment #, and title of the assignment are on all of the assignments they authored.

**Meeting Dates – To Indicate Meetings Attended By Each Member \*\***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Group Member Name:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Designated Assignment # assigned to:** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**\*\*** **Minimum of 4 meetings must be held.**