

Team Member Responsibilities

All team members are responsible for all parts of the final project. The descriptions below can help determine who should take the lead in certain areas, but all team members must assist in all areas of the project.

Project Manager – Ensure that everyone on the team completes their responsibilities. Lead the team in setting deadlines and ensuring that they're met. Help every member of the team complete his/her assigned piece.

Content Provider – Research the necessary topics and ensure that all group members understand the material. Write content. Design experiments. Conduct research. Draw plans. Build prototype.

Web Designer – Create and manage the presentation website. Take pictures. Upload documents. Write up the findings of the Content Provider and other group members and post it to the site. Create links. Add pictures or videos that help describe your project.

Editor – Work with the Content Provider and the Web Designer to create the project and check their work. Ensure that everything is written well and that all links work, etc. Ensure that all information is accurate and complete. Fix any mistakes and add information and content.

We, the undersigned, agree to the following team expectations:

1. I will complete all parts of my assignment by the deadline set by the team or teacher.
2. I will work with my team and communicate my progress using our established communication methods.
3. I will do what I need to without being reminded by my team members.
4. I will help the team solve problems, manage conflicts, stay organized and focused.
5. I will share ideas that help our team and offer feedback to other team members to help them improve their work.
6. I will listen to feedback and use it to improve my work.
7. I will offer to help other team members complete their work if they need it.
8. I will listen carefully to my teammates.
9. I will be polite and respectful to my teammates.
10. I will not distract or sidetrack my teammates from their work.
11. _____

Project Manager

Content Provider

Web Designer

Editor