

Team Name: _____ **Date:** _____ **Period:** _____

Instructions: List below each team member, his or her role within the team, and each person’s specific tasks for this project. All members will complete assignments towards creating the end product and will present.

Team Member (full name)	Role	Specific Project Tasks/Responsibilities
	<p align="center">Project Manager</p> <p>Responsible for coordinating the entire project; choose someone who begins with the end in mind, who sees the big picture and can break it down into workable pieces; also responsible for delegation oversight</p>	
	<p align="center">Resource Coordinator</p> <p>Responsible for all materials, team folder, and online coordination; must be tech savvy and have experience with Google Drive/Docs; must have a working WCPSS Google account</p>	
	<p align="center">Productivity Manager</p> <p>Makes sure team members are focused and on task; keeps an eye on the clock and the date to manage tasks and deadlines</p>	
	<p align="center">Design Team</p> <p>Oversees the overall design of the presentation media and any handouts; makes sure the layout and design are professional, clean, and creative</p>	