**Team Roles:**

***Please note that there may be some overlap in activity in these roles but this is to be negotiated within the group. The roles are defined here but changes may also be negotiated by the group*. *However, these changes must be agreed upon unanimously and approved by your professor. The roles are not listed here in order of importance or hierarchy and team members in all roles are expected to participate equally.***

**Time/schedule keeper:** tracks progress and reports to the group what is done, what needs to be done, sends reminders of due dates for task completion

**Coordinator:** negotiates schedule for task completion, shares schedule with members encouraging participation, schedules meetings if necessary.

**Resource locator/recorder**: conducts research if necessary and combines resources in accessible location, keeps records of meetings or conversations not posted on Wiki/, Blog, etc. and posts those in an accessible place

**Proofreader**: checks all work for spelling/grammar, adherence to assignment requirements and makes edits to be approved by team mates prior to submission

**Submissions manager**: responsible for uploading/submitting/providing access to all teamwork for submission in the manner required by the assignment description and by the due date. Alerts professor to the submission(s) and location for access.