



Roles and Responsibilities

Roles are the positions we occupy, and our responsibilities are the specific duties and tasks we are expected to complete according to our role. These are ideas for you to work with, however modify and adapt to make them fit for your team.

Roles	Responsibility
Project Coordinator	<ul style="list-style-type: none">• Coordinates schedule and all tasks needed to complete the team project
Facilitator	<ul style="list-style-type: none">• Leads meetings with guidance from the team agenda• Facilitates conversation and provides everyone a chance to speak and give input
Logistics Coordinator	<ul style="list-style-type: none">• Schedules meetings• Collects team members input and focus for the meeting• Creates an agenda for meeting• Books breakout rooms
Recorder	<ul style="list-style-type: none">• Keeps notes and minutes of meetings• Reviews previous minutes and next steps• Stores notes in common place for every member to view (Google Docs)
Head Researcher	<ul style="list-style-type: none">• Guides and identifies information needed for scope of assignment• Ensures expectations of assignment is being met with research
Researcher(s)	<p><i>*Everyone is expected to do research in assignments*</i></p> <ul style="list-style-type: none">• Each person has a research topic• Finds information, analyzes, and organizes information clearly for draft form of assignment
Writer	<ul style="list-style-type: none">• Takes analyzed and organized information from researchers• Craft detailed draft of report• Reviews assignment criteria/expectations with written draft

	<ul style="list-style-type: none"> • Seeks feedback (content and structure) from team and editors following draft • Gives 48 hours for team to provide feedback before integrating and updating the draft – then given to editor
Main Editor	<ul style="list-style-type: none"> • Edit grammar consistency in voice and verb tense • APA Formatting • Edited report shared with team to review to review (24 hours to return) • Makes any changes and reviews final copy to be submitted to Moodle.
Second Editor	<ul style="list-style-type: none"> • Supports the main editor during iterations of review
Idea Generator	<ul style="list-style-type: none"> • Facilitates and asks questions during meetings to guide and generate ideas • Records ideas and/or mind maps ideas • Provides ideas for team to review and discuss deeper
Energizer/Motivator	<ul style="list-style-type: none"> • Encourages team members to share and participate in conversation • Checks in with team members to lend support or inquire about their process • Brings coffee ☺
Conflict Manager	<ul style="list-style-type: none"> • Pauses heated conversations • Mediates and ensures that everyone's voice is heard and respectful language is used (no blame) • Takes objective notes of situation (if needed to share with team coach) • Facilitates and supports a win-win solution
Sober Second Thought	<ul style="list-style-type: none"> • Reviews work and ideas from a different perspective • Reflects on ideas and next steps, possibly providing barriers they may encounter