iTeam 2007

Team Roles and Responsibilities

Project Coordinator/Meeting Facilitator

- Monitors progress on group tasks
- Identifies areas where additional support is needed and facilitates that support
- Updates monthly calendars
- Keeps meetings on track and on schedule
- Works with Scribe to plan agenda

Client Liaison

- Line of communication w/client
- Coordinates client meetings
- Gathers information with client

Scribe

- Works with Meeting Facilitator to plan agenda
- Keep minutes of weekly team meeting
- Write weekly status report

Technical Support

- Maintains team website
- Maintains Wiki
- Provides support on technology

Quality Control

- Ensures all material (documents and web-based) are consistent and clear
- Secures information for content
- Coordinates revisions for material

*Roles will rotate based on where project is related to the ADDIE process, however this idea will be re-visited after the first month.

Roles During the Analysis Phase:

- Project Coordinator/Meeting Facilitator: Kim Monti
- Client Liaison: Afua
- Scribe: Kim Amin
- Technical Support: Matthew
- Quality Control: Rahel