



GROUP ROLES

Project Manager

This student is in charge of organizing the final product of the project by clarifying the aims of the group and making sure that the project meets the standards set out by the instructor and the group. S/he also makes sure that all members of the group have an opportunity to participate, learn and have the respect of their team members and helps the group to set sub-goals at the beginning of each meeting. Sub-goals should serve as an agenda of issues that need to be addressed during the meeting.

Executive Assistant

This person takes notes whenever the group meets and keeps track of what has been decided, tasks that have been assigned, when meetings are scheduled, group data etc. The recorder maintains the group files and folders on a daily basis and keeps records of all group activities including the material contributed by each group member. S/he also summarizes discussions and decisions for the rest of the group and distributes a summary of each meeting to all group members.

Timekeeper

This person needs to make sure that the group stays on track and gets through a reasonable amount of material in the given time period. This person keeps track of time during meetings to avoid spending excessive time on one topic. This is best handled by deciding how much time will be allocated to each issue in the agenda, and letting everyone know when this time is up. It is also useful to point out when time is almost up so that issues can be wrapped up appropriately.

Encourager

This student gets discussion moving and keeps it moving, often by asking the other group members questions, sometimes about what they've just been saying. Ensures that all group members have a chance to participate and learn; may encourage comments from members if they are not participating. S/he acts as a cheerleader for the group whenever possible, praising members for work well done.

Devil's Advocate

This person ensures that all arguments from individual members have been heard, and looks for holes in the group's decision-making process, in case there is something overlooked. S/he keeps his or her mind open to problems, possibilities, and opposing ideas.

Quality Control Student

This student double-checks every detail to make sure errors have not been made and searches for aspects of the work that need more attention. S/he keeps an eye out for mistakes, especially those that may fall between the responsibilities of two group members and double-checks data, bibliographic sources, or graphics for accuracy and correctness.