

## **iTeam 2008**

### **Team Roles and Responsibilities**

#### **Project Coordinator**

- Monitors progress on group tasks
- Identifies areas where additional support is needed and facilitates that support
- Keeps team meetings on track and on schedule
- Plans agenda for all team meetings in collaboration with Scribe

#### **Client Liaison**

- Primary line of communication w/client
- Schedules/Coordinates client meetings
- Plans agenda for client meetings in coordination with rest of team
- Identifies team members to facilitate client meeting and take notes at client meetings
- Gathers information with client

#### **Scribe**

- Collaborates with Project Coordinator to plan team meeting agendas
- Keep and post minutes of weekly team meeting
- Write and post weekly status report

#### **Technical Support**

- Maintains team website - updating with deliverables, team meeting notes, status reports
- Oversees wiki
- Provides support on technology

#### **Quality Control**

- Ensures all material (documents and web-based) are consistent and clear
- Secures information for content
- Deliverable coordinator (written material and formal presentations)
- Coordinates revisions for material

#### **Roles for Spring Semester:**

**1/29 – 2/19**

- Project Coordinator: Rahel
- Client Liaison: Kim Amin

- Scribe: Kim Monti
- Technical Support: Afua
- Quality Control: Matthew

**2/20 – 3/18**

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

**3/19 – 4/8**

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

**4/9 – 5/5 (End of Semester)**

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