

## **Team Roles**

### **Facilitator**

- Manages and initiates project, tasks and meetings.
- Takes initiative in defining problems, proposing action, and suggesting procedure.
- Ensures the group works together as a whole and that the parts of the project are put together.

### **Scribe**

- Write down group's findings and decisions.
- Coordinate the written work, graphics and charts of all group members.

### **Project Manager**

- Manages team project timeline
- Works with team members to ensure timely completion of deliverables

### **Research Coordinator**

- Establishes group folder for collection of useful research content
- Conducts and/or supervises team research
- Develops research plan with other team members, works to ensure its success